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UNIVERSITY OF HAWAII

1974-1975

Cover Design / Photography
Vincent Goo
Herbert Ikehara
Stanley Yamauchi

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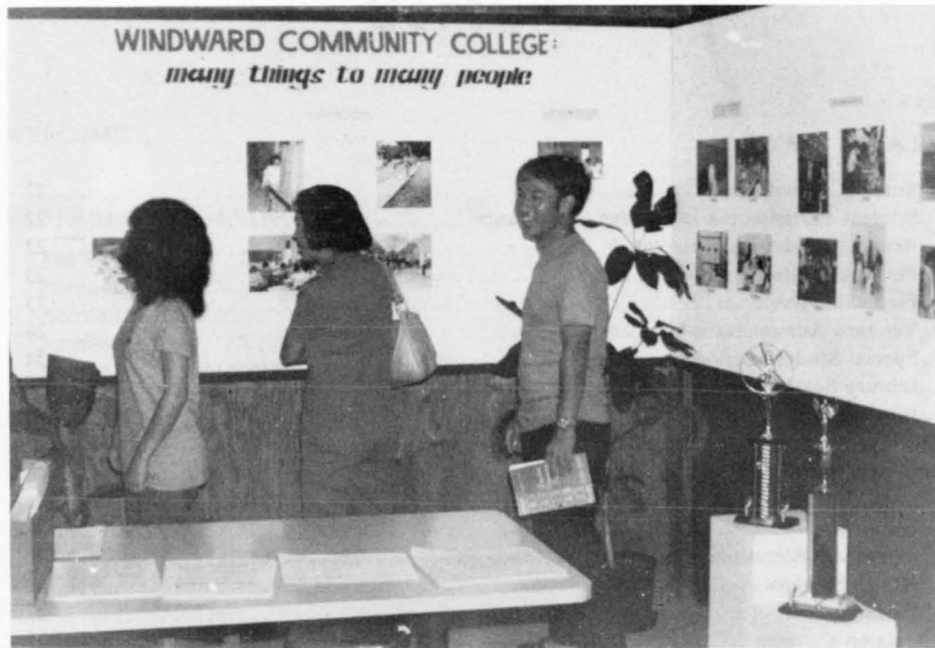
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CALENDAR



Welcome

Windward Community College Students—Individually and Collectively—

I bid you welcome to the newest of Hawaii's community colleges. I hope that your experience with us—whether it is new or a recurring one—will result in the identification of new, equitable, human, yet realistic levels of aspiration toward which you wish to move.

As an emerging educational institution (we are three years away from our fifth anniversary) much of the role that has been mandated for us and that we have mapped for ourselves is undergoing practical application on a phased basis.

New building construction is scheduled to begin in 1976; significant expansion of the vocational education program will start in 1975; acquisition of additional land will be contingent upon the enrollment, resolvment of the campus parking problem is under study, etc. On the theoretical and/or philosophical side of the house, our sense of accomplishment is more pronounced. We (in a collective sense, since, students, faculty, staff and the members of the near by communities made contributions) have developed a sense of direction which is designed to be the foundation for future actions. None of the concepts we adhere to is new. The significance lies in the emphasis we attempt to place upon them. Some of the operational fundamentals Windward Community College adheres to are:

We recognize that human beings are uniquely individual; they grow and learn at different rates; have had different life experiences which influence their self concepts and aspirations for the future. Consequently, the influence the College seeks to exert reflects these differences and does not include uniform group academic and social performance standards.

Via maximum possible exposure to various options available to an individual, we offer assistance in the development of life roles that promise satisfaction and dignity.

We foster community based work/learning situations which enhance the value of the student to the community and of the student to himself/herself.

We view the community at large as an extension of educational experience and seek to utilize it as a mutually satisfactory learning resource.

We believe that learning is never ending and will structure our educational offerings so that regardless of chronological age or life situation, students will be able to gain mental and emotional stimulation as desired or needed. Humanistic and technological changes will demand a constant updating of skills in order that individuals may continue to function as effective members of society. Because educational needs at 40, 60, 70 and beyond are just as real as those at 18, 25, or 30, we want to be able to react to the challenge of education as a continuous process.

We subscribe to the precept that learning occurs in a variety of ways. Consequently, our motto will be multi-dimensional. Cooperative education, computer assisted instruction, media (TV, radio, audio-tutorial) modes, programmed self-instructional material, and assessment of experiential educational achievements will be utilized to augment the more traditional inventory of learning forms.

To the extent that is feasible, we plan to implement an exploratory learning program that will provide students with a look and do opportunity prior to making long range career commitments. This will enable students to realistically select socially useful occupations and provide desired rewards rather than pursue jobs that may prove less fulfilling.

Basic to all of our philosophies is the one that advocates equal access to educational opportunities for all persons. We see the University of Hawaii community college open door policy as consisting of two doors. One is the entrance way that is enterable at many points in an individual's life time—the term “college dropout” is not in our vocabulary. The other is an exit way that may also be used many times—and on each occasion the user will have enhanced her/his ability to function on a participatory/contributory basis in society.

The above gives you some idea what Windward Community College is all about from the view of things the College offers to you. However, as the ancient philosopher said so succinctly, “There are no free lunches,” or something of value received must be counter-balanced by something given. That which you are expected to give has not been mentioned but it is of equal or greater importance. We hope and expect that your experience at Windward will include active involvement by and contributions from you as a person, a student and as a member of both the internal college community and the external community at large. Expressed another way, we hope that your attendance at Windward will prove beneficial to you as an individual and to the College collectively.

LeRoy J. King, *Provost*

General Information

The College

Windward Community College is one of seven public community colleges in Hawaii governed by the Board of Regents of the University of Hawaii.

It opened in the Fall of 1972 with an enrollment of 525 students and had a Fall enrollment in 1973 of more than 800 students. Currently, the College offers liberal arts courses and a more limited number of vocational education courses as well as learning skills courses. The program of courses offered, particularly in the vocational education fields, is slated for expansion in 1974.

A program of non-credit courses is also offered, and public affairs forums and cultural presentations are planned for this year.

Courses are offered during the day and evenings throughout the year. Off campus offerings are planned in 1974.

The College is situated in Kaneohe, on the island of Oahu. Presently, it occupies five buildings: Mahi Building, Lono Building, Kanaloa Building, Judd Building, and Haloa Building. Administrative offices are located in Judd Building; the library, in Kanaloa Building; the bookstore, in Haloa Building. All other buildings are used for classrooms. Two other buildings are slated to be taken over during the academic year.

Purposes

Windward Community College seeks to be a comprehensive community college. Its purpose is to serve the post-secondary educational needs of individuals residing in the communities served by the College. The College fulfills this purpose by offering a wide variety of liberal arts courses for individuals seeking to further their knowledge of themselves and their social and physical environments, (and to meet the requirements of a baccalaureate degree program at a 4 year institution); vocational courses in selected areas for individuals seeking to acquire pre-service, entry level skills, or those seeking to upgrade existing skills; public services programs of non-credit courses, forums, and cultural activities for those individuals seeking to further develop leisure time skills and further their understanding of topics of current interest, and of their ethnic heritage. Supportive services such as counseling and advising, and the maintenance of library services are also provided.

Emphasis, at the College, is placed on individualizing the activities and services provided. Thus, alternatives are stressed, and this is reflected in the variety of courses offered and learning tasks the student can choose from, the different ways the courses are taught, and the times at which they are offered. Accessibility is also stressed, as is assessment, and, thus, courses are planned for both on-campus and off-campus offerings and they are offered during the evenings and days, all year round, with the 8 week terms enabling anyone to enter the College with a minimum of delay between semesters. Reflecting the emphasis on assessment, a behavioral or performance objective mode of instruction is employed in all of the courses offered



and the use of pre-tests/post-tests to measure student achievement is being expanded.

Accreditation

The College has been designated a “candidate for accreditation” by the Junior College Commission of the Western Association of Schools and Colleges (WASC), the accrediting agency for educational institutions in Hawaii and California.

This status is one accorded a new institution upon evaluation of its programs and operations by the Commission.

The College is also an institutional member of the American Association of Junior Colleges.

Admission

The College maintains an open admissions policy and is open to all Hawaii residents who are 18 or older or who are high school graduates and can benefit from the educational programs offered.

Individuals declaring a foreign country or other state as their place of permanent residence, or who are in the military services or are military dependents, or who in other ways fail to meet Hawaii State residency requirements, are, for purposes of admission to the College, classified as non-residents. Under Board of Regent policy the number of non-residents who can be admitted must not exceed 10% of the number of Hawaii residents enrolled at the College. (The basic rule determining residency is that adults and minors are considered resident students if the adults or the parents or guardians of minors have been bona fide residents of this state for at least twelve consecutive months preceding the first day of classes in the term.)

High school seniors are permitted to register for a limited number of classes under certain conditions through an early admissions program.

To apply for admission, a student must submit a copy of the University of Hawaii Common Admissions Form, together with a copy of high school transcripts and transcripts from other colleges attended, and a tuberculosis clearance certificate dated within twelve months of the first day of classes. Foreign students must also meet other special health and English proficiency requirements (TOEFL score of 550 or over). Application forms may be obtained at any high school or public community college in Hawaii. Deadlines for each term vary; please check with the College for details.

Detailed information regarding residency, early admission of high school students, and admission of foreign students may be obtained through the Registrar's office.

Tuition and Fees

Credit courses, per semester/term:

	1-11 credits	12+ credits
Hawaii residents*		
tuition	\$2.50/credit	\$30
student activity fee	\$5 (optional)	\$5 (mandatory)
non-Hawaii residents		
tuition	To be established	\$397.50
student activity fee	Optional	\$5 (mandatory)

*includes military personnel and dependents, and most foreign students.

Non-credit courses, per course:

Tuition and fees vary, depending on the length of the course. Please see non-credit course announcement brochures for detailed information.

Late registration fee:

A late registration fee of \$2 is applicable when a student registers or pays tuition and fees after the announced period of regular registration.

Course Change fee:

A fee of \$1 is charged for each course change made (add or drop).

Graduation fee:

A \$5 graduation fee is payable at the time of application for graduation

Tuition Refunds

A student enrolled in credit courses who formally withdraws from the College may apply for a tuition refund according to the following schedule:

... withdrawal during the first two weeks of classes in a semester—80% refund

... withdrawal during the third and fourth weeks of classes in a semester—40% refund

... withdrawal after the fourth week of classes in a semester—no refund

A separate schedule is maintained for non-credit courses. Details are available in the course announcement brochure.

Conduct

The Board of Regents of the University of Hawaii has established the following policy on conduct which applies to students and staff at this College.

“... A member of the academic community may not behave toward another member, even in the name of his convictions or his rights to academic freedom, in a manner denying or interfering with another member’s expression of convictions, right to academic freedom or the performance of his legitimate duties or functions.

... Behavior intended directly or indirectly to interfere with or disrupt the processes of teaching, learning or research or those processes or conditions furthering or facilitating these activities is impermissible behavior. An interference or disruption exists when any of these processes can no longer take place in the planned, normal, or customary form given to them by those legitimately responsible for them, or when any of these conditions has essentially ceased to exist. Processes or conditions furthering or facilitating teaching, learning or research as used in the first sequence of this paragraph include the administration of the University.

... In addition to restitution where restitution is appropriate, the sanctions for a member of the academic community who has engaged in impermissible behavior shall range from reprimand and censure, through suspension for a definite period of time, to expulsion or dismissal.”

Equal Opportunity Statement

The University of Hawaii (of which the College is a part) subscribes to and complies with all State and Federal statutes, rules and regulations and any amendments thereto, promulgated from time to time, which prohibit discrimination in its policies and practices applicable to its campuses, programs and activities.

Instructional Programs/Academic Regulations

The Instructional Program

The instructional program at the College reflects an emphasis on individualizing learning, and the assumption that people differ in interest, motivation and ability, and learning styles. Thus, alternatives are stressed; alternatives in the kinds of courses offered, the levels at which they are offered, and the ways in which they are offered.

Courses offered are intended to meet the needs of individuals:

- ... intending to earn an Associate in Arts degree in the liberal arts;
- ... intending to transfer to a four year college to earn a bachelor's degree;
- ... interested only in taking a few courses for personal enrichment;
- ... interested in acquiring or brushing up on skills and knowledge needed for employment in selected occupational fields;
- ... interested in reinforcing basic learning and study skills, e.g., reading, writing, note-taking, memory/concentration skills.

These courses are offered on 8, 12, 16 week terms, with the varying length of terms designed to accommodate the different learning styles of the students enrolled.

Modes of instruction also vary, and students may enroll in group-learning, lecture oriented classes, or highly individualized classes in which programmed instruction materials are used extensively, or for independent studies projects.

Most are single subject courses, but a few take an interdisciplinary approach to a topic or problem providing a student with an opportunity to view it from the perspective of several different discipline areas.

Coordinated studies "packages" are also offered. Here, instructors offering interrelated courses team up to integrate their courses minimizing duplication of topics and enabling students to develop and carry out single projects to meet the objectives of two courses.

"Piggyback courses" are also offered. A student enrolling in one of these courses has the option of selecting the level at which he or she wants to work—college transfer or non-college transfer levels. In a few of these courses, where self instructional materials are used, the student can opt to meet the objectives of different courses, working at his or her own rate of speed and proceeding to a second course or level within the term, depending on their own abilities.

Throughout, courses are designed for flexibility, providing a student with options in terms of tasks through which they can demonstrate achievement of course objectives. A behavioral objective orientation is also maintained, and objectives for each course, outlining what the student is expected to learn and the activities and requirements planned, are distributed during the first class session.



A pre-test will also be given in most classes. These are intended to help the instructor identify the knowledge and skills already possessed by the student, enabling him or her to tailor the course to meet the special needs or interest of the class. (Pre-tests are not used in grading students).

Degree Programs

The College offers a broad based program leading to the award of an Associate in Arts Degree in the liberal arts. Associate in Science Degree programs are planned in several fields, but are not yet offered.

To earn an Associate in Arts Degree the student must satisfactorily complete a minimum of 60 credits of coursework, or equivalent, subject to the following conditions:

1. at least 2 courses (6 credits), in different discipline fields must be taken in the broad areas of: Humanities, Arts and Related Fields; the Social Sciences and Related Fields; the Natural Sciences; and Communications. Additionally, one of the natural science courses taken must be in a biology related subject field, the other, in a physical science related subject field. Also, one of the courses in communications must be in expository writing.

2. at least one course (3 credits) in mathematics or quantitative reasoning (Math 100, 115, Phil 210, or an introductory course in statistics or computer science) is required.

3. at least 12 credits, (the last 12 taken to meet degree requirements) must be completed at Windward.

4. up to 12 credits in Applied Sciences and Arts and related fields courses (vocational-tech related) may be applied to meet the 60 credit requirement.

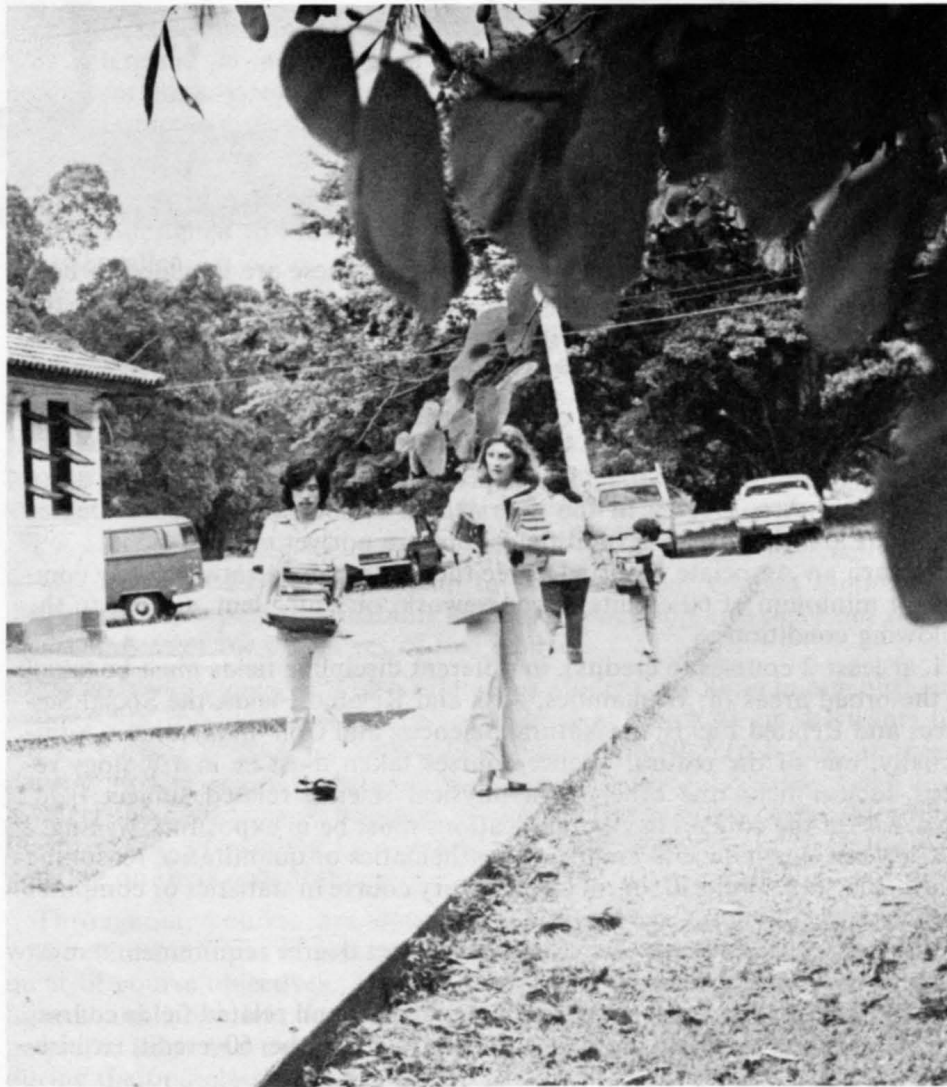
5. up to 12 credits in independent study/cooperative education courses may be applied to meet the 60 credit requirement.

6. up to 12 credits in non-college transfer level courses may be applied to meet the 60 credit requirement.

Advising forms identifying the specific courses which can be applied to meet requirements are available.

These requirements have been changed for 1974 and will be in effect for any student entering the College during the year. Students who first enrolled in prior years may opt to meet the requirements of the degree program in effect at that time or the existing requirements, but must declare their intentions to do one or the other before filing for graduation.

The requirements listed are those applicable to the Associate in Arts Degree program in liberal arts at this College. Each public community college maintains some difference in requirements and the student intending to



transfer to another community college or to the University of Hawaii, Manoa or Hilo should develop a program of study which meets the requirements of the institution transferred to as well as those of Windward.

Certificate Programs

The College presently offers two certificate programs preparing students for entry level employment as a clerk typist or clerk steno. Other certificate programs, including secretarial and clerical-accounting programs are planned.

Certificate of Achievement Business-Clerical (Stenography)

Knowledge/Skill Requirements	Required Course	Credits
Ability to: type @50+ WPM; type letters, brief reports.	Typw 020B, 021, 022	9 (3 each course)
Ability to: take dictation/ transcription @80 WPM	Sthtd 021/022/040	9 (3 each course)
Ability to use: adding machines, calculator	Bus 022	3
Knowledge of: filing systems; ability to handle telephone; receptionist duties; handle mail; use xerox, mimeo, duplicating machines.	Bus 050	3
Ability to: write memos, letters; correct grammatical errors.	Eng 100 or 045	3
Knowledge of: interpersonal relationships	Comm 145	3

Other recommended courses: Acc 020B—Bus 049x (Cooperative Education). Additionally, introductory courses in Psychology and Sociology, and basic math courses are recommended.

**Certificate of Completion
Business-Clerical (Typing)**

Knowledge/Skill Requirements	Required Courses	Credits
Ability to: type @50+ WPM; type letters, brief reports.	Typw 020B, 021, 022	9 (3 each course)
Ability to use: adding machines, calculator	Bus 022	3
Knowledge of: filing systems; ability to handle telephone; receptionist duties; handle mail; use xerox, mimeo, duplicating machines.	Bus 050	3
Ability to: write memos, letters; correct grammatical errors.	Eng 100 or 045	3
Knowledge of: interpersonal relationships	Comm 145	3

Other recommended courses: Acc 020B, Bus 049x (Cooperative education). Additionally, introductory courses in Psychology and Sociology, and basic math courses are recommended.

Students who can demonstrate achievement of the objectives or required courses, through prior experience or by successful completion of equivalent courses in high school, may be exempted from certain program requirements.

Details can be obtained from business instructors.

Majors

Currently, the College offers three program majors: the liberal arts program, the business-clerical (stenography) program, and the business-clerical (typing) program.

Students intending to go on to a four year degree granting institution and those working toward the requirements of an Associate in Arts Degree program here are considered liberal arts majors. The designation of more specific program area majors, e.g., Psychology major, Mathematics major, does not take place until the student transfers to a four year college and is in his or her junior year.

Students who are taking courses for enrichment purposes only and do not intend to work toward a degree or certificate, or who are undecided as to the field they want to specialize in are considered as having an unclassified major.

Independent Studies/Cooperative Education

Students may arrange to work on individually designed independent study projects under the supervision of an instructor. These projects may take the form of directed reading, original research, field work experience (community services), or a career related experience.

The independent studies project is intended to serve the student who, after completing the requirements for an introductory course, may wish to continue an in-depth study of a particular topic or element previously covered, *or*, who may wish to reinforce understanding of concepts or relationships covered by involvement in a project when these can be applied.

Credits awarded vary and the projects may be pursued on a college transfer or non-college transfer level.

These independent study projects can take the form of cooperative education experiences where the student can receive academic credit while being employed in a paying job. Students who are already employed in a job related to a career choice, or to a course offered at the College are encouraged to explore the possibility of structuring the work experience into a cooperative education project.

Independent studies projects must be directly supervised by an instructor at the College and must have some relevance to program of courses offered. The approval of the Dean for Educational Services is also required.

The total number of credits which can be applied to meet Associate Degree requirements is limited to twelve.

Procedural details may be obtained through an instructor or the Dean's office.

Learning Skills Center

Beginning this year, an individualized learning center is being maintained to assist students in diagnosing problems in reading, writing, memory concentration, and related learning and study skills, and providing assistance in reinforcing skills through use of self-instructional materials and small group sessions.

An instructor will be available on a scheduled basis at the Center.

The Center is located in Lono Building.

Testing

A testing program providing individuals with opportunities to assess interest and ability, is being planned for 1974.

A reading test and algebra placement test is presently available. The tests are offered on a voluntary basis during orientation. Students are *urged* to take the reading test to identify reading levels, prior to the development of a program of study.

Credit by Examination

Any student who presents evidence of having achieved the objectives of

any course offered by the College through prior experience may apply for credit by examination.

With the permission of the instructor and Dean for Educational Services, the student will be permitted to register for the course and take the examination prepared. The examination will be sufficiently comprehensive to establish the student's mastery of all of the objectives of the course. Where demonstration of achievement of these objectives required the completion of a task other than an examination, the student will be required to complete these tasks or any alternative ones established by the instructor before receiving credit for the course.

Details of the procedure may be obtained through the Registrar's office.

The College is presently evaluating award of credit for successful completion of College Level Examination Program (CLEP) examinations.

Terms

Courses offered by the College vary in the length of terms. Basically, a 16 week semester schedule is maintained; within, courses are scheduled for 8 week terms and, on an experimental basis, on 12 week terms. These variations are intended to accommodate the particular learning styles of students at the College.

Eight week classes are intended for a student who learns best by concentrating on a few courses at a time over a relatively short period. A full-time load consists of from two to three courses during an 8 week term.

Sixteen week classes are intended for the student who prefers to take several courses simultaneously, but over a longer period. A full-time load consists of from four to five courses taken during the 16 week period.

Twelve week courses are being experimented with during the year.

Students may develop a program of courses consisting solely of 8, 12 or 16 week classes or may include classes of varying lengths depending on the courses taken and individual predispositions. Students receiving VA benefits are advised to maintain a program of courses of similar length to maximize their benefits.

Concurrent Registration

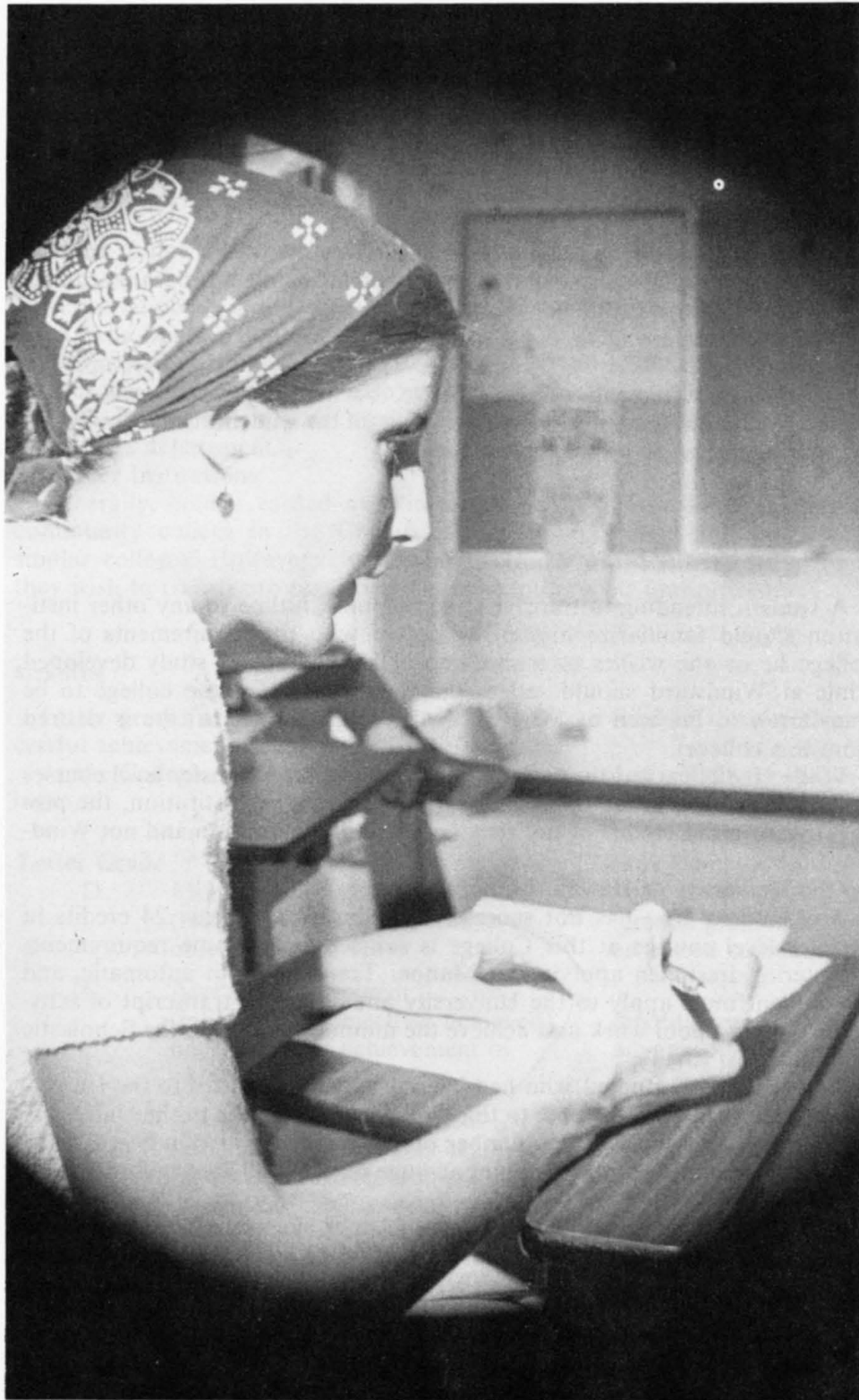
Under certain conditions, students at the College may register concurrently for courses at other community colleges or at the University of Hawaii, Manoa.

Courses taken under this arrangement must not be offered by the College, and, generally, concurrent registrants are permitted to register only after regular students. Application must be made to the other institution, and the approval of a Windward advisor secured.

Windward students registered concurrently at another institution must make arrangements to have their transcript of completed course work transferred to the College so they may be given credit for these courses.

The policy and procedures apply to students at other institutions wishing to register concurrently at Windward.

Details regarding the procedure may be obtained through the Registrar's office.



Transfer of Credits From Other Institutions

From Other Campuses of the University of Hawaii to Windward:

Credits earned for any course taken at any of the public community colleges in Hawaii, or at the University of Hawaii, Manoa and Hilo are transferrable to this College and may be applied to meet requirements of degree and certificate programs at this College, subject to the specific requirements in each program.

From Other Institutions to Windward:

Course credits earned at any other institution either in Hawaii or another state or country *may* be transferrable and applied to meet program requirements at Windward.

Students transferring to this College should *request* evaluation of previous work by the Registrar. Transfer level credits so awarded are applicable to meet requirements of this College, but may not necessarily be accepted by any other institution upon transfer of the student from Windward, without prior review by that institution.

Transfer of Credits From Windward

A student intending to transfer at some point in time to any other institution should familiarize himself or herself with the requirements of the college he or she wishes to transfer to. The program of study developed while at Windward should reflect the requirements of the college to be transferred to (as well as Windward, if a degree or certificate is desired from this college).

While credits earned through completion of college transfer level courses at Windward are generally transferrable to any other institution, the prerogative to grant credits or not remains with that institution and not Windward.

To the University of Hawaii, Manoa:

Any student who has not successfully completed at least 24 credits in transfer level courses at this College is subject to the same requirements as entering freshmen applying to Manoa. Transfer is not automatic, and the student must apply to the University and submit a transcript of satisfactory high school work and achieve the minimum score on the Scholastic Aptitude Test (SAT).

Any Windward student who had been originally admitted to the University but chose instead to come to this College may transfer to the University at any time, regardless of the number of credits earned at Windward. Such a student must meet the grade point average required of Manoa students for continued registration.

Any Windward student, whether or not he or she was able to meet Manoa's admission requirements as an entering freshman, is eligible to transfer to the University after spending a full academic year at this College and earning a minimum of 24 credits in college transfer level courses, with a grade point average of at least 2.0. While these are minimum requirements, studies of transferring students have indicated that the community college student completing two years before transferring show a significantly

higher level of academic achievement at the University. Accordingly, students at Windward are encouraged to stay at this institution and transfer after completing an Associate in Arts Degree program.

The University does not establish a limit as to the number of credits which can be transferred. However, students intending to transfer with more than 60 credits are advised to check with a College academic advisor regarding major and general undergraduate requirements of the University.

Grade point averages earned while completing college transfer level courses at Windward are transferrable to the University, subject to slight variation of policy and procedure between the two institutions. Students intending to transfer to a four year institution such as the University are advised that some of these institutions do not accept a grade of CR (Credit) for academic major courses; also, that a long record of W's (withdrawals) and N's (No credit) *may* act against the student applying for admission to a graduate department.

To Other Institutions:

Generally, credits earned at Windward are transferrable to any other community college in the University of Hawaii System and any other similar colleges. However, students are advised to check with the college they wish to transfer to regarding special requirements and procedures.

Grading

Letter grades and grade points are awarded to a student to reflect successful achievement of the objectives of a course.

At the College, the letter grades which can be awarded include the following:

Letter Grade	Definition	Grade Points Awarded
D	Minimal passing achievement (minimally acceptable course objectives achieved)	1 (credits granted for advanced standing)
C	Average achievement (more course objectives achieved/ higher level of achievement of objectives)	2 (credits granted for advanced standing)
B	Above average achievement (more course objectives achieved/ higher level of achievement of objectives)	3 (credits granted for advanced standing)
A	Excellent achievement (all course objectives achieved at highest competency levels)	4 (credits granted for advanced standing)
CR	Credit	none (credits granted for advanced standing)

N	No grade assigned	none (no credits granted for advanced standing)
I	Incomplete (course objectives not yet achieved, student expects to complete objectives)	none (no credits granted for advanced standing)
W	Withdrawal from the course, achieving at D level or higher	none (no credits granted for advanced standing)

Instructors vary in offering these grading options and not all instructors offer all of these options. For details on options available for a specific course, review the outline of objectives for that course.

Course Abbreviations/Numbers

All courses offered at the College are given an alpha abbreviation designating the broad subject area of the course, and a course number designating, in general, the level of the course.

Courses numbered 100 and above are college transfer level courses. Generally, the credits earned for achievement of the objectives of these courses are transferrable to baccalaureate granting institutions.

Courses numbered below 100 are non-college transfer level courses, and credits earned for these courses are not normally transferrable to a baccalaureate granting institution (though sometimes accepted to meet special four-year program requirements). Credits earned for these courses (up to a maximum of 12) can be applied to meet the Associate in Arts Degree requirements at this College.

Independent study courses are given a 199 or 49 number designation depending on the level of the projects undertaken. An *X* suffix denotes an independent study project where the employment of a student on a paid basis on a cooperative education type project is involved.

Student Classification/Courseload

Students are considered classified students if they are working to meet the requirements of a degree or certificate program at the College, expecting to complete these requirements either within a one or two year period, or some future time.

Students who are not working to meet the requirements of any program and are taking courses at the College only for enrichment purposes are considered unclassified students.

Courseload

A student carrying 12 or more credits in a semester or 6 credits during any 8 week term is considered a full-time student.

Definitions vary, however, for students receiving VA benefits and other social services assistance. Check with a College academic advisor for details.

Class Sizes

Most classes at the College range in size from 24 to 30 students. A few classes, particularly lecture/lab type classes are scheduled to accommodate forty or more students. Learning skills, performance-type classes, and “piggy-back classes” (where a student can opt to take the course at varying levels) are designed to accommodate no more than twenty students.

Attendance

Regular class attendance is expected of all students and instructors should be notified of any absences.

Students missing the first two classes in any term without informing the instructor of their intention to continue in the class will be assumed to have withdrawn from the class, and will be automatically dropped to enable other students to register for the class in their place.



Related Services

Student Activities

Students at the College have organized themselves into a coordinating council, the Windward College Konohiki Council (WCKC), to develop a program of activities for the students of the College and members of the community. The Council administers the use of student activity fees and last year included the sponsorship of the College newspaper, O Ka Ohana, a spring hoolaulea, film showings, student discount services, a dance and other social activities. Furnishings for the lounge and outdoor picnic tables were also purchased for student use by the Council. Elections for Council seats are held in the Fall and interested students are invited to participate in these activities.

An intramural and intercollegiate sports program is being developed and a few clubs have been established. Among these are the Hawaiian Club and the International Students Club.

Student Participation in College Governance

Students at the College are encouraged to participate in institutional policy making and in implementing the program of activities offered.

A number of College committees provide a vehicle for student participation in policy making. Among these: the personnel committee which assists in the selection of College faculty and staff; the curriculum committee which reviews courses offered by the College; the program planning committee which is charged with responsibilities for assisting in the development of program and staffing plans.

Students are also actively involved in implementing many of the activities of the College, serving as instructors for non-credit courses, peer counselors and academic advisors, classroom and lab assistants, and assisting in the development of a public services program.

Students interested in getting involved in these activities should contact a member of the Windward College Konohiki Council (WCKC) or the Dean for Educational Services.

Academic Advising/Orientation

A staff of academic advisors, comprised of faculty/staff personnel and students at the College (who have been specially trained for these responsibilities) are available to help the student develop a program of study reflecting his or her educational objectives.

Orientation and small group advising sessions are held during the period preceding registration for each term. One-to-one meetings can be arranged on an appointment basis.

Special orientation programs are planned for women returning to college, veterans and students transferring to the University of Hawaii, Manoa.



Personal Counseling

Help on personal matters is available through the College counseling staff. A list of referral agencies providing more specialized personal counseling, marital and health services counseling, and related social services is available should these services be required.

Financial Assistance

Students at the College are eligible to participate in a number of financial assistance programs. Among the types of assistance available are:

- ... grants—through the Hawaii State Scholarship Program, the Basic Opportunity Grant Program.
- ... on-campus and off-campus employment—through the College Work Study Program, and an institutional employment program;
- ... short term loans—through the WCC Short Term Student Loan Fund;
- ... long term loans—through the Hawaii State Higher Education Loan Program, the National Direct Student Loan Program, and the Federal Insured Loan Program.

For information on deadlines and application procedures contact the Financial Aids Advisor.

Veterans Administration Benefits

The College is a Veteran's Administration approved institution and eligible students may receive financial assistance as provided for by the Veteran's Readjustment Benefits Act and the War Orphans Act, as amended.

Under VA regulations, benefits accruing to the students vary with the course load, the length of terms, the program enrolled in and the number of dependents supported by the student. Determination of the benefits a student is eligible for is made by the Veteran's Administration, not the College. The College serves only to certify that the student is duly enrolled at the College for a specified number of courses.

Veteran's or orphans registering at this College for the first time should present a proper Certificate of Education and Training or a Certificate of Eligibility and Entitlement. These may be obtained through the Veterans Administration Office in Honolulu.

Students applying for benefits are urged to maintain a program of courses at the College consisting of *only* 8, 12 or 16 week courses during any semester or term to maximize benefits. Under existing VA regulations, benefits eligibility may be affected if a student maintains a program of courses of varying lengths.

For more information, please contact the Veterans Administration (telephone: 546-8962), or check with the College Veterans Advisor.

Special Student Services

Note transcribing and reader services for visually disabled students are available through extension of the Kokua program maintained by the University of Hawaii, Manoa.

Services for other disabled students and individuals with special needs may be arranged through the Special Student Services Counselor.

All of the classrooms and offices are provided with ramp accesses for students on wheelchairs.

Library Services

The College library is an important part of the learning activities of the College, serving both as a source of learning materials and a place to study and use these materials. The library maintains a collection of books, magazines and periodicals, tapes and recordings, film strips and art prints for the use of students and members of the community. It is operated on an honor system open-stack basis to encourage full use of the materials and services available.

The collections of the Hamilton, Sinclair and East-West Center Libraries at the University of Hawaii, Manoa, as well as those of the community colleges and public libraries in Hawaii are available to the student here through interlibrary loans.

The library is located in Kanaloa Building. Hours vary and are posted.



Instructional Resource Center

An instructional resource center is maintained by the College for use by the instructional staff, primarily, in developing audio visual materials for use in class.

The center is located in Kanaloa Building.

Bookstore

A College bookstore is operated for the convenience of students and staff of the College and members of the community. Textbooks and related reference materials, as well as some supplies are available for purchase.

The bookstore is located in Haloa Building. Hours vary and are posted.

Lounge Facilities

A lounge is maintained in Haloa Building for the use of students and staff. Card tables, ping pong and billiard tables are available for use.

Hours vary and are posted.

Food Services

The College does not operate a food services facility. Limited vending machine and "lunch-wagon services" are available.

Housing

The College maintains no dormitories and at this time provides no assistance in helping students locate housing.

A "For Rent" information bulletin board is maintained and students may check housing listings or inquire at any of a number of real estate agencies in the communities served.





Financial Obligations

Students who have not met their financial obligations to the College (by non-payment of tuition and fees, fines, or loans) may be denied graduation and further registration at the College. Transcripts of courses taken at the College may also be withheld.

Health Services

The College provides no health services. Students are eligible, however, to participate in a group health and accident insurance program. Information may be secured through a College advisor.

Parking

An honor system of parking with a minimum of regulations is maintained.

A map of areas where parking is permitted is available at the Office of the Director of Administrative Services.

Pets on Campus

Students are advised that city ordinances require that pets be leashed when in public areas and that owners be responsible for cleaning up after their pets.

Pets are not permitted in the classroom (except with the special permission of the instructor).

An honor system regarding pets on campus is maintained, and student pet owners are asked to observe these regulations and courtesies and not necessitate institution of more stringent regulations.

Courses

Course Offerings

A brief description of courses offered at the College follow. More detailed information about each course including objectives, requirements and assignments, methods of grading and mode of instruction employed is contained in the outline of objectives for each course. These are available through the instructors.

The advising information provided, with respect to AA degree and Certificate program requirements met, and particularly with respect to UH, Manoa program requirements met is general information. The UH, Manoa program requirements referred to are the general undergraduate program requirements. In addition to these requirements, each college and department imposes other special course requirements, depending on the academic field in which the student majors. For more specific information about these requirements, consult the UH, Manoa catalogue or secure the assistance of an Academic Advisor.

Abbreviations used: AA—Associate in Arts Degree Program; UH, M—University of Hawaii, Manoa; UH, M Arts and Sciences—University of Hawaii, Manoa College of Arts and Sciences; UH, M Business Administration—University of Hawaii, Manoa, College of Business Administration.

Numbers in parentheses indicate the number of credits awarded.

The listing of courses is subject to change and new courses are expected to be added during the coming academic year. Some of the courses listed are offered on an alternate year basis; others on an alternate semester or term basis.

Acc 020-B Accounting I (for Clerical Majors, non college transfer) (3)

An introduction to the basic structure of accounting, debiting and crediting systems, types of accounts and business transactions.

This course is designed for individuals in a clerical related program or occupational field; it is not intended for an accounting major.

Recommended for Business-Clerical majors; may be applied to meet AA degree requirements as an Applied Science Arts course.

Acc 201 Elementary Accounting I (3)

Introduction to accounting theory and methods used to record and report financial information. Other topics covered include analysis of methods for valuing the assets, liabilities and ownership of an organization.

May be applied to meet AA degree requirements as an Applied Science course; meets UH, M elective requirements; UH, M Business Administration requirements.

Acc 202 Elementary Accounting II (3)

Introduction to methods for evaluating financial performance including cost accounting, budgeting, break even analysis, ration analysis and sources, uses of funds.

Prerequisite: Acc 201

May be applied to meet AA degree requirements as an Applied Science course; meets UH, M elective requirements; UH, M Business Administration requirements.

Anthro 150 Introduction to Anthropology (3)

Focus on the question of “what is anthropology.” Topics of study methods of analysis, special focus of sub-fields such as physical anthropology, archaeology, linguistics and cultural anthropology discussed. Intended for non-majors.

Meets AA degree Social Science requirements; UH, M Social Science requirements.

Anth 200 Cultural Anthropology (3)

An introductory course oriented toward broad study of the nature of culture. It provides an introduction to basic concepts for analyzing cultural behavior and covers topics such as patterning, integration, the dynamics of culture, and the relationship between culture and the individual.

Meets AA degree Social Science requirements; UH, M Social Science requirements.

Anth 210 Archaeology (3)

Introduction to prehistoric archaeology, with focus on methods and techniques of excavation and analysis, and a brief survey of man’s cultural growth in prehistoric times.

As an option students may participate in an actual site excavation on Oahu.

Meets AA degree Social Science requirements; UH, M elective requirements.

Anth 215 Physical Anthropology (3)

A general introduction to the field of physical anthropology. Topics covered include: primatology, fossil man, heredity, modern man, human growth, and constitution.

Meets AA degree Social Science requirements; UH, M elective requirements.

Art 101 Introduction to the Visual Arts (3)

Focus on the question of “what is the nature of visual art” and the forms and conditions under which art is expressed.

Some projects will be required.

Meets AA degree Humanities requirements; UH, M Humanities requirements.



Art 105 Elementary Studio: Ceramics (Handbuilding) (3)

An introduction to the use of clay as an art media. Emphasis on use of glazes and firing of ceramic pieces. Hand building emphasized, wheel work may be arranged.

Meets AA degree Humanities requirements; UH, M elective requirements; UH, M Arts & Sciences Humanities requirements. Does not meet UH, M Art major requirements.

Art 105-B Elementary Studio: Ceramics (Wheelwork) (3)

An introduction course on use of a wheel in creating ceramic pieces. Particular emphasis will be placed on techniques relating to cylinder building and use of a kickwheel and motor driven wheel.

Meets AA degree Humanities requirements; UH, M elective requirements.

Art 107 Elementary Studio: Photography (3)

An introduction to photography as an art media. Emphasis on composition, lighting, developing techniques. Dark room work required.

Meets AA degree Humanities requirements; UH, M *Art major* requirements.

Biol 100 Human Biology (3)

An introduction course focused on the functions of cells, organs and organ systems of the human body. A self-instructional mode will be stressed in laboratory assignments.

This is a lecture/lab course.

Meets AA degree Science requirements; UH, M Natural Science requirements (subject to UH, M approval).

Biol 107 Identification of Fishes of Hawaii (3)

Focus on classificatory schemes used in biology, identification of the major groups of fishes found in Hawaii and some of their major characteristics with regard to habitat and feeding practices.

Field trips scheduled.

This is a lecture/field trip (lab) course.

Meets AA degree Science requirements; UH, M elective requirements.

Bot 101 General Botany (4)

A general introduction to botany focused on the study of the growth, function and evolution of plants, and their relationship to the environment and particularly to man and his activities.

This is a lecture/lab course designed for the non-major.

Meets AA degree Science requirements; UH, M Natural Sciences requirements.

Bot 105 Ethnobotany (3)

Focus on plants and their influence upon a culture with particular emphasis on the effects of plants on the Hawaiian and Pacific area cultures. Discussion on the uses of cultivated and wild plants.

Meets AA degree Social Science requirements; UH, M Social Sciences requirements.

Bot 130 Plants in the Hawaiian Environment (4)

In this course, the student will identify some of more common varieties of native and non-native plants in Hawaii, demonstrate an understanding of the ways in which they have affected lifestyles and the environment in Hawaii, and knowledge of classificatory techniques used in botany and the life sciences.

Field trips/lab sessions are planned. This is a lecture/field trip (lab) course.

Meets AA degree Science requirements; UH, M Natural Sciences requirements.

Bot 181 Plant Life of the Sea (4)

An introductory course focusing on identification of major algae groups, with particular reference to varieties found in Hawaii, classificatory techniques employed, the structure and makeup of algae, the role

assumed by algae in the ocean environment and some of its uses as a foodstuff.

Field trips and some lab work planned.

Meets AA degree Science requirements; UH, M elective requirements.

Bus 022 Office Machines (3)

This course is designed to help a student acquire a high level of proficiency in the use of a ten key adding/listing machine, calculators (including rotary, electronic display and printing calculators).

Required for Clerical certificate program; may be applied to meet AA degree requirements as an Applied Science course.

Bus 049x Cooperative Education-Business (Variable)
(formerly Bus 058)

This is a work-study course designed to provide a student with opportunities to reinforce skills learned in other business classes by applying them in an actual job situation. Related instruction seminars provided, as appropriate.

Check with business-clerical instructors regarding placement possibilities.

Recommended for business-clerical majors; may be applied to meet AA degree requirements as an Applied Science course.

Bus 050 Office Procedures (3)

Intended to provide a student with a knowledge of office duties such as filing, mail handling, and telephone techniques. Additional topics include interpersonal relations and grooming. Students will perform satisfactorily as a telephone receptionist in the administrative office for one hour lab work as part of the class requirements.

Required for Business-Clerical majors; may be applied to meet AA degree requirements as an Applied Science course.

Comm 145 Interpersonal Communications (3)

Focus on selected aspects of communications processes and theory. Emphasis placed on practical application of theory in helping an individual improve skills and enhance effectiveness as a communicator in one-to-one or group situations.

Meets AA degree Communications requirements; UH, M elective requirements; required for Business-Clerical majors.

Comm 284 Introduction to Intercultural Communications (3)
(formerly IS 184)

An introductory course in intercultural communications focusing on the sources of and points of commodity and differences as communications, concepts and techniques for analysis of intercultural communication.

Prerequisite: Comm 145.

Meets AA degree Communications requirements; UH, M elective requirements.



Drama 160 Introduction to Drama and Theatre (3)

An introduction to different forms of drama, the history and development of drama, and review of some representative dramatic works from the classical Greek period to more contemporary works.

Field trips may be scheduled.

Meets AA degree Humanities requirements; UH, M Humanities requirements.

Drama 180 Introduction to Dance (3)

An introduction to the phenomenon of dance as an art form, particularly in Western culture. Representative theories of movement, dance styles, and outstanding personages are covered.

This is not a performance course.

Meets AA degree Humanities requirements; UH, M Humanities requirements.

Drama 221 Beginning Acting I (3)

A performance course aimed at helping a student master selected techniques in voice, movement and relaxation. Students will be expected to participate in selected presentations and demonstrations in class.

Meets AA degree Humanities requirements; UH, M elective requirements; UH, M Arts & Sciences Humanities requirements.

Drama 222 Beginning Acting II (3)

Continuation of Drama 221.

Meets AA degree Humanities requirements; UH, M elective requirements; UH, M Arts & Sciences Humanities requirements.

Drama 260 Dramatic Production (3)

Introduction to the process of converting the play into the performance.

Students will be expected to participate in at least one aspect of an actual production.

Meets AA degree Humanities requirements; UH, M Humanities requirements.

Econ 101 Consumer Economics (3)

A survey course aimed at helping an individual come to an understanding of money management techniques as related to household purchases, personal savings, how to apply for credit and maintain a good credit rating, consumer protection laws and regulations, and how this knowledge can be applied to making rational consumer decisions.

Field trips may be scheduled.

Meets AA degree Social Science requirements; UH, M elective requirements.

Econ 020/120 Introduction to Economics (3)

An introductory course: topics include identification and analysis of some of the basic economic problems which face a society, the factors contributing to economic growth or stagnancy, the market system, and the particular nature of the American economy, and the employment of methods of analysis unique to economics to decision making on more personal matters.

Students registering for this course may elect to take it at a college transfer level (Econ 120) or at a non-college transfer level (Econ 020). Assignments and expected levels of achievement will vary depending on the level of the course.

Meets AA degree Social Science requirements; UH, M Social Science requirements.

Eng 045 Introduction to Expository Writing (3)
(formerly Eng 030)

This is a "refresher course" focusing on grammatical form, organization, writing well formed sentences and paragraphs and use of dictionaries and other reference materials.

Meets AA degree Communications requirements.

Eng 100 Expository Writing: Four Major Forms (3)

An introduction to expository writing with emphasis on practice in writing in descriptive/narrative style, autobiographic style, interpretations of completed events, and presentation of arguments on social or cultural issues.

Application of concepts of unity, development, organization and continuity are stressed.

Meets AA degree Communications requirements; UH, M expository writing requirement.

Eng 120 Exposition and Autobiography (3)

An expository writing course focusing on writing essays in which the student records, examines, accounts for and interprets noteworthy events in his own life.

Meets AA degree Communications requirements; UH, M expository writing requirement.

Eng 170 Language and the Visual Media (3)

An expository writing course with the emphasis on the writing of essays analyzing visual and the role language plays in such media forms as films, television and advertising.

Meets AA degree Communications requirements; UH, M expository writing requirements.

Eng 253 World Literature I (3)

In this course, the student will identify and discuss characteristics of and themes of some of the major works of classical, Asian, and European literature from the classical to Renaissance period.

Meets AA degree Humanities requirements, UH, M Humanities requirements.

Eng 254 World Literature II (3)

Continuation of Eng 253 with focus on representative works from 1600 to the present.

Meets AA degree Humanities requirements; UH, M Humanities requirements.

Eng 255 Types of Literature I (3)

Completing this course, the student will demonstrate an ability to identify differences in form between short stories and novels, and analyze and critique selected short stories and novels ranging from classical to more contemporary works.

Meets AA degree Humanities requirements; UH, M Humanities requirements.

Eng 256 Types of Literature II (3)

In this course, the student will demonstrate knowledge of selected representative American & European plays, biographies, and poetry and an ability to critically analyze examples of these literary forms.

Meets AA degree Humanities requirements; UH, M Humanities requirements.

ES 200 Japanese in Hawaii (3)

Analysis and examination of Issei roots in Japan, role and conditions of life of Japanese in Hawaii during the 19th century, WWII, and the contemporary scene. Other topics covered include inter-ethnic relations, perspectives on identity, culture and sex.

Meets AA degree Social Science requirements; UH, M elective requirements.

ES 201 Chinese in Hawaii (3)

Focus on the history and current problems of the Chinese in Hawaii—immigration, anti-Chinese agitation, political and economic roles, ethnic identity, inter-ethnic relations and ties with their homeland.

Meets AA degree Social Science requirements; UH, M elective requirements.

ES 202 Filipinos in Hawaii (3)

Examination of the Filipino experience in Hawaii including current problems relating to employment, education, health and welfare, housing, acculturation, socialization process of the immigrant, and inter-ethnic relations.

Meets AA degree Social Science requirements; UH, M elective requirements.

ES 221 Hawaiian Americans (3)

Focus on political, social and economic development of the Hawaiians in Hawaii and the problems faced today. Particular emphasis placed on problems related to land ownership, housing, education, employment and leadership.

Meets AA degree Social Science requirements; UH, M elective requirement; UH, M Arts & Sciences language/culture requirements.

FR 101 Elementary French I (4)

First level course in French with class sessions focusing on conversation, grammar and reading.

Meets AA degree Communications requirements; UH, M elective requirements; UH, M Arts & Sciences language/culture requirements.

FR 102 Elementary French II (4)

Continuation of French 101.

Meets AA degree Communications requirements; UH, M elective requirements; UH, M Arts & Sciences language/culture requirements.

Geog 101 Elements of Physical Geography (3)

Survey of man's natural environment; distribution and interrelationships of climates, vegetation, soils, landforms, lab problems in map interpretation and environmental analysis.

Meets AA degree Science requirements; UH, M Natural Science requirements.

Geog 102 World Regional Geography (3)

Geography of the world's major cultural regions; emphasis on analysis of geographic aspects of contemporary economic, social, political conditions.

Prerequisite: Geog 101.

Meets AA degree Social Science requirements; UH, M Social Science requirements.

Geog 151 Geography and Contemporary Society (3)

Elements of economic geography and resource management, population and urban geography; application to current problems of developed and underdeveloped countries.

Meets AA degree Social Science requirement; UH, M Social Science requirements.

GeoSc 101 General Geology and Geophysics I (4)

An introduction to principles of geology, geophysics, geochemistry and paleontology. Emphasis on physical geology. Other topics include origin and evolution of the earth, its structure, materials and life.

Field trips scheduled. This is a lecture/lab (field trip) course.

Meets AA degree Science requirements; UH, M Natural Science requirements.

GeoSc 102 General Geology and Geophysics II (4)

Continuation of GeoSc 101. Emphasis on historical geology, geophysics, geochemistry, paleontology.

Prerequisite: GeoSc 101.

Meets AA degree Science requirements; UH, M Natural Science requirements.

Geology 200 Geology of the Hawaiian Islands (3)

An introduction to the development of land forms in Hawaii. Discussion topics include volcanic activity, reef foundation, ground water sources and identification of rock types.

Field trips arranged.

Meets AA degree Science requirements; UH, M elective requirements.

Hawn 101 Elementary Hawaiian I (3)

Completing this course, the student will demonstrate an elementary level proficiency in understanding, speaking, reading and writing Hawaiian.

Meets AA degree Communications requirements; UH, M elective requirements; UH, M Arts & Sciences language/culture requirements.

Hawn 102 Elementary Hawaiian II (3)

Continuation of Hawn 101.

Prerequisite: Hawn 101.

Meets AA degree Communications requirements; UH, M elective requirements; UH, M Arts & Sciences language/culture requirements.

Hawn 201 Intermediate Hawaiian I (3)

Second level course in Hawaiian. Continued stress on development of speaking, reading, writing, speaking skills. Emphasis on reading from traditional texts.

Prerequisite: Hawn 102.

Meets AA degree Communications requirements; UH, M elective requirements; UH, M Arts & Sciences language/culture requirements.

Hawn 202 Intermediate Hawaiian II (3)

Continuation of Hawn 201.

Prerequisite: Hawn 201.

Meets AA degree Communications requirements; UH, M elective requirements; UH, M Arts & Sciences language/culture requirements.

HPE 101 Physical Fitness (1)

This course is designed to improve physical fitness levels by providing health information and an intensive program of physical activity.

Recent physical examination required.

Meets AA degree Humanities requirements; UH, M elective requirements.

HPE 103 Beginning Swimming (1)

First level course in swimming. Instruction in the basic swimming strokes: breaststroke, backstroke and crawl. Efficient breath control accomplished by bobbing, underwater swimming, feet first entries, and cross pool pushing and gliding also covered.

Physical examination required.

Meets AA degree Humanities requirements; UH, M elective requirements.

HPE 104 Intermediate Swimming (1)

Second level course. Focus on perfecting basic strokes with added emphasis on swimming for speed and distance. Artificial respiration techniques may be covered.

Prerequisite: HPE 103. Physical examination required.

Meets AA degree Humanities requirements; UH, M elective requirements.

HPE 107 Beginning Tennis (1)

This is a course for beginners designed to acquaint the student with the basic rules of the game and to help them acquire some basic skills. Topics covered include rules, etiquette, grip, forehand and backhand strokes, serving, volleying, singles and doubles play.

Meets AA degree Humanities requirements; UH, M elective requirements.

HPE 108 Advanced Tennis (1)

Second level course, with emphasis placed on improving the serve, forehand and backhand shots, volleying, developing competitive strategy, and chopping. Problems in rules also covered.

Prerequisite: HPE 107.

Meets AA degree Humanities requirements; UH, M elective requirements.



HPE 110 Beginning Golf (1)

Introductory course in golf covering rules of the game, etiquette, grip, stance, driving, putting, iron shots and approach shots. Green fees may be applicable.

Meets AA degree Humanities requirements; UH, M elective requirements.

HPE 124 Dances of Hawaii (1)

Beginning course in hula covering fundamental steps and movements of hula with and without instruments.

Meets AA degree Humanities requirements; UH, M elective requirements.

HPE 125 Dances of Hawaii II (1)

Second level course in hula focusing on more complex steps and dances. Dances using instruments will be stressed.

Prerequisite: HPE 124.

Meets AA degree Humanities requirements; UH, M elective requirements.

HPE 135 Volleyball

(1)

A basic course in volleyball designed to help the student acquire knowledge of the rules of the game and acquire skills in serving, passing, setting up, spiking, blocking, and developing offensive and defensive team strategy.

Meets AA degree Humanities requirements; UH, M elective requirements.

HPE 137 Basketball

(1)

Introductory course in basketball covering game rules, offensive and defensive strategies and plays, passing, shooting, dribbling, rebounding.

Meets AA degree Humanities requirements; UH, M elective requirements.



HPE 170 Senior Lifesaving (2)

A basic course in lifesaving designed to provide the individual with the knowledge and skills to save his/her own life or that of another individual in the event of emergencies. This course meets the requirements of the Red Cross program.

Prerequisite: HPE 104 or equivalent. Physical examination required.

Meets AA degree Humanities requirements; UH, M elective requirements.

Hist 151 World Civilization I (3)

A survey course focusing on some of the more significant historical events in both western and eastern civilizations occurring during the period between prehistory and the 1500's, cultural contributions and patterns of development of these civilizations. Emphasis will be placed in helping the student come to a better awareness of himself as a historical entity.

Meets AA degree Humanities requirements; UH, M World Civilization requirements.

Hist 152 World Civilization II (3)

Covers historical development of selected Asian and Western countries from the 1500's to the present. Emphasis placed on analysis of the East-West interaction, rise of nationalism, and the impact of industrialization.

Meets AA degree Humanities requirements; UH, M World Civilization requirements.

Hist 157 Introduction to History of Hawaii I (3)

Introductory course focusing on major events and outstanding personages in Hawaiian history from the earliest period to the end of the Republic of Hawaii. Particular emphasis on analysis of the impact of the Western nations during the period.

Meets AA degree Humanities requirements; UH, M elective requirements.

Hist 158 Introduction to History of Hawaii II (3)

This course covers selected significant events in Hawaiian history in the period of the Republic of Hawaii to the present. Additionally, the student will be able to discuss some of the major changes—political, social, economic and cultural—that have occurred and are occurring in the past due to annexation, World War II and statehood.

Meets AA degree Humanities requirements; UH, M elective requirements.

Hist 241 Asian Civilizations I (3)

A survey course covering the development of the major civilizations of East Asia, South and Southeast Asia and historical personages and events from the earliest periods of history through the 1800's.

Meets AA degree Humanities requirements; UH, M Humanities requirements.

Hist 242 Asian Civilizations II (3)

This course focuses on the changes and development of the major civilizations of East Asia, South and Southeast Asia from *the 1800's* to the present. Particular emphasis will be placed on an analysis of representative traditional Asian societies, the Asian response to the west and Asian nationalism.

Meets AA degree Humanities requirements; UH, M Humanities requirements.

Hist 281 Introduction to American History I (3)

An introduction to American history covering some of the more significant events in American history from the colonial to post-civil war period. Emphasis will be placed in analyzing the implications of these events to present-day happenings.

Meets AA degree Humanities requirements; UH, M Humanities requirements.

Hist 282 Introduction to American History II (3)

Continuation of Hist 281 focusing on selected significant events and personalities in American history from the post-civil war period to the present.

Meets AA degree Humanities requirements; UH, M Humanities requirements.

**IS 021 Memory, Concentration, Relaxation Skills Development (3)
(formerly LSkill 021)**

This is a learning skills course designed to help a student further develop and strengthen his/her abilities to concentrate, relax and retain knowledge by memorization. These learning skills are essential and will assist the student most effectively in listening to lectures, taking notes, reading, and retaining knowledge of factual materials.

Meets AA degree Communications requirements.

IS 100 Self-Development (3)

Completing this course, the student will demonstrate a better understanding of himself and knowledge of his own goals and values, as well as those of other people, through group discussions and interaction. The course is intended to help a student recognize, accept and develop his/her own potentials as an individual and help him/her relate to others.

Meets AA degree Social Science requirements; UH, M elective requirements.

IS 101 Introduction to Social Sciences (3)

Completing this course, the student will demonstrate knowledge of the elements shared in common and selected features distinguishing the social sciences in terms of points of emphasis and study and analytic methodology employed. Particular emphasis will be placed on analyzing the component elements and relationship of sociology, anthropology, economics and political science.

Meets AA degree Social Science requirements; UH, M elective requirements.

IS 104 Ethnic Awareness and Self Identity (3)

This course is designed to help a student secure an understanding of the way in which an individual develops an ethnic identity by a study of the sociological, psychological and political dimensions of ethnic awareness. Emphasis will be placed in helping the student come to a better understanding of ethnic group interaction in Hawaii and its implications for himself as an individual.

Through a discussion of Hawaiian history, especially the history of the various ethnic groups here will be touched on, the course is *not* intended to be a survey course focusing on the histories and cultures of Hawaii's ethnic groups.

Meets AA degree Social Science requirements; UH, M elective requirements.

**IS 105 A-C Peoples of Hawaii: (A) The Hawaiians (1 credit each)
(B) The Caucasians
(C) The Japanese**

These are mini courses focusing on the contribution and distinguishing features of each of the ethnic groups with respect to family structure, conflict resolution and status of women.

Meets AA degree Social Science requirements; UH, M elective requirements.

IS 121 Human Sexuality (3)

An introductory course focusing on various aspects of human sexuality from the perspectives of psychology and other social sciences, and physiology as well as cultural mores related to the subject.

Meets AA degree Social Science requirements; UH, M elective requirements.

IS 155/055 Hawaiiiana: Arts & Cultures (3)

A survey of the primary art forms developed in early Hawaii including music, dances, games, language/literature, in traditional and more contemporary forms.

Meets AA degree Humanities requirements; UH, M elective requirements.

IS 160 Introduction to Marine Environments (3)

Introduction to the study of the structure and function of the marine environment. Particular attention focused upon the Hawaiian reef environment, its flora and fauna and the relationships between the components of the ecosystem.

Field trips and lab sessions scheduled; ability to swim required.

Meets AA degree Science requirements; UH, M elective requirements.

Jpnse 101 Elementary Japanese I (4)

Completing this course, the student will demonstrate knowledge of basic grammatical rules, and maintenance of a vocabulary sufficient to enable him/her to read selected materials and conduct a conversation at an elementary level. Additionally, he/she will demonstrate an ability to recognize and write selected ideographic characters.

Meets AA degree Communications requirements; UH, M elective requirements, UH, M Arts & Sciences language/culture requirements.

Jpnse 102 Elementary Japanese II (4)

Continuation of Jpnse 101.

Prerequisite: Jpnse 101.

Meet AA degree Communications requirements; UH, M elective requirements; UH, M Arts & Sciences language/culture requirements.

Jpnse 201 Intermediate Japanese I (4)

Continuation of Jpnse 101-102 with emphasis on increasing proficiency in use of major sentence patterns in reading, writing, and conversation.

Prerequisite: Jpnse 102.

Meets AA degree Communications requirements; UH, M elective requirements; UH, M Arts & Science language/culture requirements.

Jpnse 202 Intermediate Japanese II (4)

Continuation of Jpnse 201.

Prerequisite: Jpnse 201.

Meets AA degree Communications requirements; UH, M elective requirements; UH, M Arts & Science language/culture requirements.

Journ 199 Journalism Lab (2)

In this course, the student will participate in the production of a college publication and demonstrate knowledge of and proficiency in the various phases of newspaper or publication, production, including writing, editing and layout work.

Concurrent or previous registration in Journ 205 is required.

Meet AA degree Communications requirements; UH, M elective requirements.

Journ 199 B Journalism Lab-B: News Editing (2)

An introduction to news editing focusing on basic techniques and

principles underlying news editing, headline writing and publication makeup. The student will apply this knowledge in participating in the production of a college publication.

Meets AA degree Communications requirements; UH, M elective requirements.

Journ 205 Newswriting (3)

Introductory course in newswriting covering newswriting and reporting styles and journalistic ethics.

A practicum in writing for the College newspaper may be arranged.

Meets AA degree Communications requirements; UH, M elective requirements.

Ling 102 Introduction to the Study of Language (3)

An introduction to the field of linguistics focusing on the question of “what linguistics is,” its value in culture and history and application, and sources of language.

Meets AA degree Communications requirements; UH, M Humanities requirements.

Math 001/025/026 Basic Math/Elementary Algebra I/ Elementary Algebra II (3 for each course)

This is a “piggyback course” where the student may work toward the achievement of objectives of different courses in a lab setting using individualized study materials.

Topics covered in 001 include the fundamentals of arithmetic, including addition, subtraction, multiplication and division of whole numbers, fractions and decimals, use of formulas, simple algebraic expressions and equations.

Topics covered in 025 include mathematical sets, simplifying algebraic expressions, first degree and fractional equations, graphing, systems of linear and quadratic equations and radicals. This course is designed for the student who has had no formal coursework in algebra, or as a basic review course.

Completing Math 026, the student will be able to demonstrate higher level competencies in the objectives described for Math 025, and additionally, in the solution of more complex, identity and inequality relationships. Emphasis is placed on providing the student with a functional understanding of algebraic principles. This course is designed to assist students having had some algebra but desiring a review.

May be applied to meet AA degree program requirements.

Math 100 Survey of Mathematics (3)

Introduction to mathematical reasoning for the non-science major (non-specialist). Presents a survey of mathematical concepts, structures, and applications encompassing such topics as logic, sets, mathematical structures and relations, probability, and statistics.

Meets AA degree Math requirements; UH, M quantitative reasoning requirements.

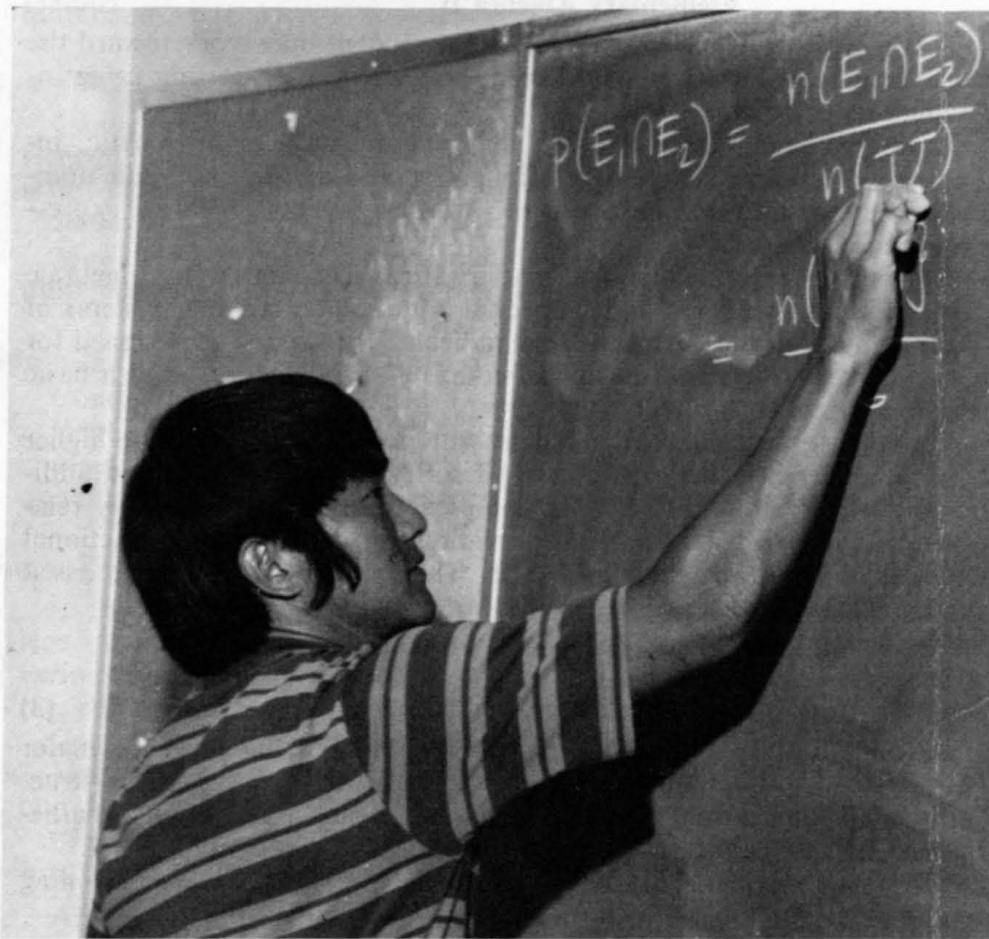
Math 115 Elementary Statistics (3)

An introductory course in statistics covering measures of central tendency and variability, graphing, probability, binomial and normal distributions, hypothesis testing, confidence intervals, the chi-square test, and correlation and prediction.

Meets AA degree Math requirements; UH, M elective requirements. (Approval of UH, M to have this course meet quantitative reasoning requirements is being requested.)

Math 118 College Algebra (3)

This is a college level algebra course. Completing this course, the student will demonstrate competency in defining and applying the axioms and theorems of the algebra of real numbers, exponential and logarithmic functions, complex number solutions of higher degree equations, algebraic expressions and their operations, translating problems into equations, inequalities and graphs, fractions and fractional equations, and ratios and proportions, linear systems and matrices and determinants, and progressions and sequences.



Competency at the Math 026 level or permission of the instructor is required or satisfactory score on algebra placement test required.

May be applied to meet AA degree requirements; meets UH, M elective requirements.

Math 119 Trigonometry (3)

Completing this course, the student will demonstrate competencies in discussing and applying knowledge of trigonometric functions, angles, triangles, inverse trigonometric functions and trigonometric equations.

May be applied to meet AA degree requirements; UH, M elective requirements.

Math 121 Analytic Geometry (3)

A basic course designed to help the student reinforce his/her knowledge of graphs, equations and the loci, lines, conic sections, parametric equations, polar coordinates and entry level solid analytic geometry.

May be applied to meet AA degree requirements; UH, M elective requirements.

Math 205 Calculus I (3)

This is a first level course in Calculus. Completing this course, the student will demonstrate knowledge of basic concepts in calculus and techniques and application of differentiation and interpretation of algebraic and trigonometric functions.

Prerequisite: Completion of Math 118, 119, and 121 or permission of the instructor.

Meets AA degree Math requirements; UH, M quantitative reasoning requirements.

Mus 102 Chorus (1)

This is a choral performance course with traditional and contemporary musical selections featured. No previous singing experience is required. The course may be repeated.

Meets AA degree Humanities requirements; UH, M elective requirements.

Mus 123B Elementary Guitar (class) (1)
(formerly Mus 129)

This is an introductory course in guitar playing. Completing this course, the student will demonstrate proficiency and knowledge of basic chord patterns, fingering techniques, and be able to play simple melodies.

This course is designed for beginning students with little or no prior experience in playing a guitar.

Meets AA degree Humanities requirements; UH, M elective requirements; UH, M Arts & Sciences Humanities requirements.



Mus 123C Elementary Slack Key Guitar (class) (1)

Introduction to playing a guitar in the slack key style. Emphasis on reading tableture, pinching, harmonics, sliding and choking.

Performance course.

Meets AA degree Humanities requirements; UH, M elective requirements; consideration for application to meet UH, M Arts & Sciences Humanities requirements being requested.

Mus 123D Elementary Ukulele (class) (1)
(formerly Mus 130)

Introduction to ukulele playing. Completing this course, the student will demonstrate proficiency and knowledge of basic chord patterns, fingering techniques, and be able to play simple melodies.

This course is designed for the beginning student with little or no prior experience in playing a ukulele.

Meets AA degree Humanities requirements; UH, M elective requirements; consideration for application to meet UH, M Arts & Sciences Humanities requirements being requested.

Mus 160 Listening to Music with Understanding (3)

This is a “music appreciation” course and after completing this course, the student will be able to identify and analyze selected musical compositions representative of various musical styles and forms in western culture.

Meets AA degree Humanities requirements; UH, M Humanities requirements.

Mus 170 Music in World Culture (3)

Focus on role of music in societies—ancient and modern, sophisticated and non-sophisticated, western and non-western, child and adult. Representation styles of music and regional characteristics described.

This is not a performance course.

Meets AA degree Humanities requirements; UH, M Humanities requirements.

Mus 180 Fundamentals of Western Music (3)

This course focuses on the role of music in western culture as well as the forms assumed, the structure of music, and the relationship between composer and performer. Emphasis will be placed in helping students acquire certain basic skills in reading music.

Meets AA degree Humanities requirements; UH, M Humanities requirements.

Ocean 201 Science of the Sea (3)

An introductory course to oceanography. Topics covered include the dimensions of the science of oceanography, the physical and chemical properties of the sea water, waves, tides and currents, life in the ocean and the geologic structure of ocean bottoms.

Field trips are scheduled.

Meets AA degree Science requirements; UH, M Natural Science requirements.

Phil 100 Introduction to Philosophy (3)

Completing this course, the student will demonstrate a knowledge of what philosophy is, the focal points of different branches of philosophy such as ethics, metaphysics, etc., and some of the contributions of more prominent philosophers. Additionally, the student will be assisted in coming to a fuller understanding of himself as an individual and in the ways in which the mode of philosophic inquiry can be applied to his own life situations.

Meet AA degree Humanities requirements; UH, M Humanities requirements.

Phil 200 History of Philosophy I (3)

Focus on significant aspects and personalities representing selected schools of philosophy in the West from the period of the early Greek thinkers to the Renaissance.

Prerequisite: Phil 100 or consent of instructor.

Meets AA degree Humanities requirements; UH, M Humanities requirements.

Phil 201 History of Philosophy II (3)

Continuation of Phil 200 covering the period from the Renaissance to the present.

Prerequisite: Phil 200.

Meets AA degree Humanities requirements; UH, M Humanities requirements.

Phil 210 Introduction to Logic (3)

This is a course in logic. Completing it, the student will be able to distinguish between and discuss elements differentiating the various systems of logic and the function and application of logic. Additionally, he/she will be able to demonstrate proficiency in the use of certain prin-

ciples and relationships in problem solving and analysis of situations and statements.

Meets AA degree Math requirements; UH, M Quantitative Reasoning requirements.

Pol Sc 110 Introduction to Political Science (3)

Focus on the question of “what is political science” with topics covered including major theories, structures, functions and techniques of modern government, especially as these relate to contemporary problems and controversies.

Meets AA degree Social Science requirements; UH, M Social Science requirements.

Pol Sc 120 Introduction to International Relations: Hawaii and the Pacific (3)

An introduction to some of the primary political issues in Hawaii, proposed solutions, and factors which may need to be reflected in any solution.

The student may opt to take this course at the college transfer level (Pol Sc 155) or at the non-college transfer level (Pol Sc 055). Assignments and expected levels of achievement as well as objectives will vary depending on the level.

Meets AA degree Social Science requirements; UH, M elective requirements.

Pol Sc 145 City and State Government in Hawaii (3)

An introductory course focusing on the operation of city and state governments in Hawaii as well as of the ways in which an individual can use the tools of political participation to sensitize government to respond to community needs and problems.

Meets AA degree Social Science requirements; UH, M elective requirements.

Pol Sc 155/055 Issues in Hawaiian Politics (3)

An introduction to some of the primary political issues in Hawaii, proposed solutions, and factors which may need to be reflected in any solution.

The student may opt to take this course at the college transfer level (Pol Sc 155) or at the non-college transfer level (Pol Sc 055). Assignments and expected levels of achievement as well as objectives will vary depending on the level.

Meets AA degree Social Science requirements; UH, M elective requirements.

Psy 100 Survey of Psychology (3)

Completing this course, the student will demonstrate an understanding of what psychology is and what it focuses on, as well as some of the principles of human behavior, motivation, learning, perception, and emotion as it relates to individual behavior.

Emphasis is placed in helping the student apply and relate some of these principles and concepts to a better understanding of himself as an individual.

Meets AA degree Social Science requirements; UH, M Social Science requirements.

Psy 110 Psychology of Adjustment (3)

An introductory course designed to help the student understand the variously posited bases and dimensions of needs, frustrations, conflicts and anxiety, and their implications for the individual.

Emphasis is placed in helping the student develop adjustment and accommodation skills through a better understanding of himself or herself and of situational demands.

Meets AA degree Social Science requirements; UH, M Social Science requirements.

Psy 112 Introductory Laboratory in Psychology (3)

Introduction to the experimental method in psychology. Supervised experiments in human and animal learning and performance, with emphasis on laboratory control, data analysis and communication of findings.

Prerequisite: Psy 100.

Meets AA degree Social Science requirements; UH, M Social Science requirements.

Psy 135 Introduction to Parapsychology (3)

This course introduces the student to parapsychology by focusing on the parapsychological (ESP) research and psychic phenomena and their relationship to non-ordinary states of consciousness. Students will be provided an opportunity to conduct their own experiments.

Meets AA degree Social Science requirements; UH, M elective requirements.

Read 001 Developmental Reading (3)

Focus on exercises designed to help increase reading speed, comprehension level and vocabulary.

Self instructional materials used to enable the learner to work at his/her own pace.

Meets AA degree Communications requirements.

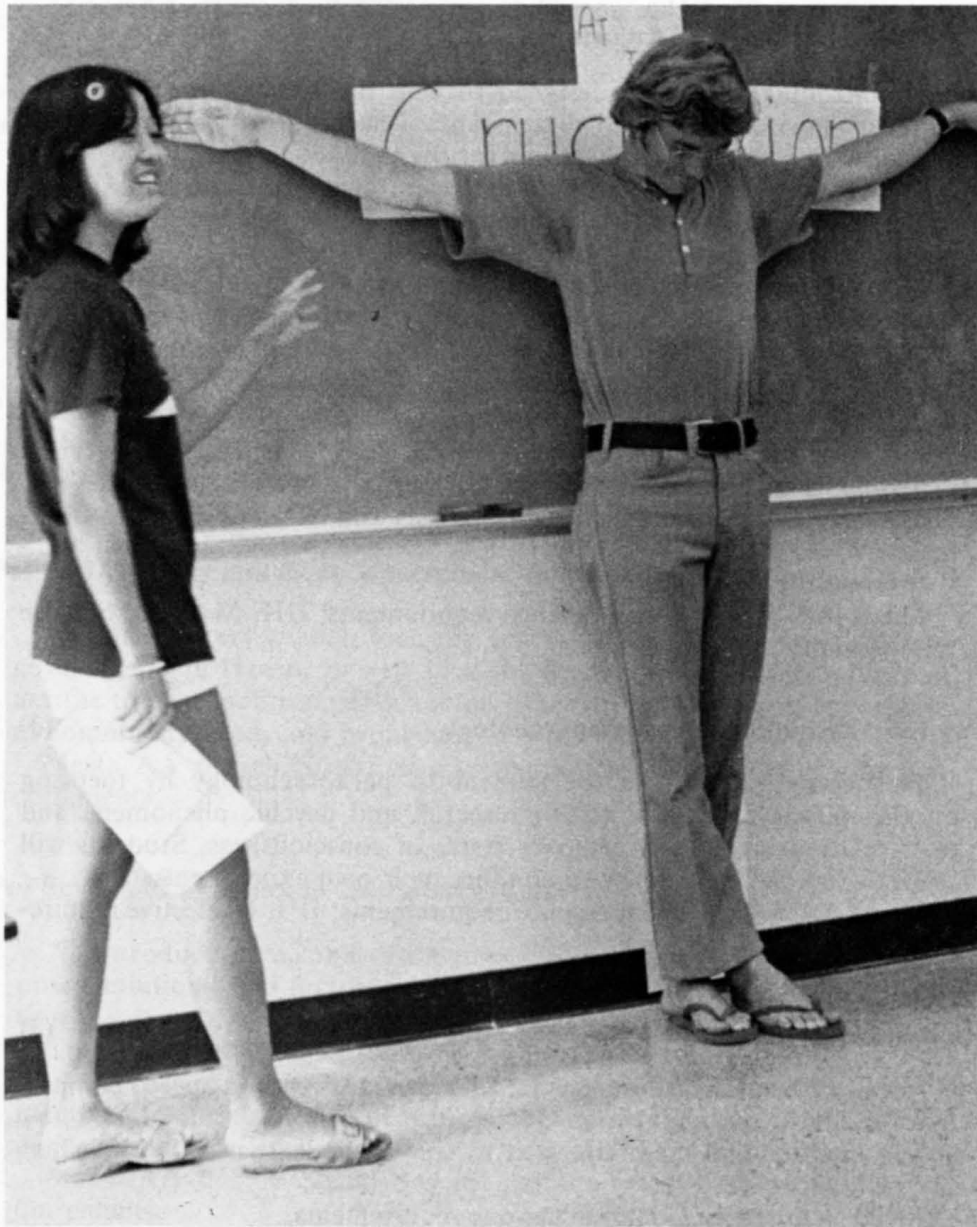
Read 101 Speed Reading

(3)

Completing this course, the student will increase his reading rate to an average of 500 words per minute for study-type college level outside and 1500 words per minute in skim-type reading. Emphasis will also be placed on increasing vocabulary, comprehension and critical reading abilities.

Minimum score corresponding to 11th grade reading level on Nelson Denny reading test and permission of instructor required.

Meets AA degree Communications requirements; UH, M elective requirements.



Rel 150 Introduction to World's Major Religions (3)

Introduction to the question of "what is religion" through comparative analysis of features of major religions (Hinduism, Buddhism, Christianity, Judaism, Islam, Taoism, Confucianism and Shintoism, et al). Emphasis on identification and analysis of forms and interpretations of primary concepts such as God or deity, selected ceremonial aspects, and key personalities.

Meets AA degree Humanities requirements; UH, M Humanities requirements.

Rel 151 Religion and the Meaning of Existence (3)

Introduces the student to some of the basic aspects and implications of the question of the nature of man's existence and the contributions of more contemporary religious movements in response to this question. Emphasis will be placed in helping the student analyze his own beliefs and feelings with respect to this question of man's existence.

Meets AA degree Humanities requirements; UH, M Humanities requirements.

Rel 155 Religions of Hawaii (3)

Focus on the primary religious sects in Hawaii, their historical development and the personages associated with this development.

Meets AA degree Humanities requirements; UH, M elective requirements.

Sci 121 Introduction To Science: Biological Science (4)

Introduction to the conceptual framework of science and the relationship between science and society from the perspective of the biological sciences. Emphasis placed on method of analysis, conceptual tools and topics of study, problems to which the biological sciences address themselves. Applications of findings stressed.

This is a lecture/lab-field trip course. Students cannot receive UH, M credit for both Sci 121 and Sci 123.

Meets AA degree Science requirements; UH, M Natural Science requirements.

Sci 123 Introduction To Science: Hawaiian Perspectives (4)

Completing this course, the student will demonstrate an introductory knowledge of the conceptual framework of science, the methodologies employed, the focal points and the interactional relationship between science and society as may be illustrated by a consideration of the geology, astronomy, oceanography, botany and biology of the Hawaiian Islands.

This is a lecture/field trip course. Students cannot receive UH, M credit for both Sci 121 and Sci 123.

Meets AA degree Science requirements; UH, M Natural Science requirements.

Sci 124 Man & His Environment (4)

In this course, the student will study man's ecology through analysis of the interrelationships between science and technology, and the means these provide for manipulation of environment and the effects of this on human population.

This is a lecture/lab-field trip course.

Meets AA degree Science requirements; UH, M Natural Science requirements.

Shthd 021/022/040 Shorthand I, II, III (3 for each course)

This is a "piggyback" course. The student may opt to work toward the achievement of Shthd 021, 022 *or* 040 within a lab setting using individualized and self-instructional materials.

Completing Shthd 021, the student will demonstrate knowledge of the shorthand alphabet and rules of taking dictation, take dictation at a minimum rate of 40 WPM, and transcribe exercise materials at the rate of from 15 to 20 WPM.

Completing Shthd 022, the student will be able to take dictation at a minimum rate of 60 WPM and transcribe exercise materials and mailable letters at a minimum rate of from 30 to 40 WPM.

Completing Shthd 040, the student will be able to take dictation at a minimum rate of 80 WPM, and transcribe exercise materials, letters and appropriate office materials at a minimum rate of 40 WPM.

Completion of Typw 020 or Typw 020B or equivalent experience required as prerequisite.

Required for Business-Clerical (Stenography) majors; may be applied to meet AA degree requirements.

Soc 100 Survey of General Sociology (3)

Focus on the question of "what is sociology," including discussion of the topics of study of sociology and methods of analysis used. Particular emphasis placed on concepts related to analysis of social relationships, social structures and processes and social change. Application of these concepts to analysis of social groups in Hawaii stressed.

Meets AA degree Social Science requirements; UH, M Social Science requirements.

Soc 200 Introduction to Principles of Sociology (3)

Emphasis on the theoretical framework underlying sociological research, including methods and analytic techniques used. Opportunities provided for the student to undertake research projects.

Prerequisite: Soc 100.

Meets AA degree Social Science requirements; UH, M Social Science requirements.

Sp 020 Oral Communications Lab (3)

A “brush up” course designed to help the student increase his level of proficiency in pronunciation, enunciation, diction and the ability to communicate in standard American idiom. Emphasis will also be placed in helping a student develop confidence in his ability to orally communicate ideas.

Meets AA degree Communications requirements.

Sp 251 Introduction to Public Speaking (3)

Completing this course, the student will demonstrate knowledge of and be able to apply elements of rhetorical theory to particular speakers, audiences, and occasions in planning and delivering speeches. Opportunity provided for the student to prepare and present talks.

Meets AA degree Communications requirements; UH, M elective requirements.

Typw 020 B/C Typing I: B(for majors)/C(for non-majors) (3)

First level typing course.

Introduction to parts/functions of typewriters, personal and business letter formats, manuscripts, typing formats. Supervised practices aimed at developing speed levels (35 WPM minimum level) and accuracy.

Typing 020B intended for clerical major with emphasis on business correspondence and applications; 020C for non-clerical major with emphasis on manuscript/paper typing.

Meets Clerical-Stenography and Typing program requirements. May be applied to meet AA degree requirements as applied Science course.

Typw 021/022 Typing II, III (3 for each course)

This is a “piggyback” course. The student may opt to achieve the specific objectives of either Typw 021 or 022 within a learning lab situation. Self-instructional materials are utilized and the student can work to meet the objectives at his own pace.

Typw 021 is a second level course. Completing it, the student will be able to type at a minimum level of 30 WPM, be able to type letters in certain specified formats, tabulated materials such as financial statements, manuscripts and business forms.

Typw 022 is the third level course. Completing it, the student will be able to type at a minimum level of 50 WPM, be able to type legal documents, more complex manuscripts and other typing assignments as may be required of an executive secretary.

Required for Business-Clerical majors; may be applied to meet AA degree requirements.

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Fifth Year Diploma, University of Hawaii
B.Ed., University of Hawaii

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B.A., California Western University

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A.B., University of Hawaii

KEIJI KUKINO Director, Administrative Services
B.S., University of Hawaii

BETTY KUNISHIGE Typist, Educational Services

BEATRICE KUWANA Typist, Educational Services

RONALD LOO Instructor, Philosophy, Music
M.A., University of Hawaii
B.A., University of Hawaii

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B.A., University of Chicago

JONNITA MOSSMAN Counselor, Academic Advisor
M.ED., University of Hawaii
B.A., University of Hawaii
Instructor, Hawaiiiana

MARY MYERS Special Student Services Counselor,
M.S., Columbia University
M.A., University of Chicago
Academic Advisor, Instructor, Psychology
School of Social Work Certificate, University of Hawaii
B.A., University of Hawaii

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M.A., University of Hawaii
B.A., Marietta College

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M.ED., University of Hawaii
B.S.E.E., Southern Methodist University, Dallas

KENT ROBERTSONInstructor, Religion
M.Div., San Francisco, Theological Seminary
B.A., University of Colorado

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Ph.D., University of Hawaii
B.S., Stanford University

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M.S. Ed., University of Southern California
B.S., University of Southern California

CARL TAKAMURAInstructor, Ethnic Studies,
M.A., Cornell University Interdisciplinary Studies
B.A., University of Hawaii

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B.A., California State College

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M.L.S., The University of Texas
B.A., Louisiana State University
A.A., South Texas Junior College

JOAN YAMAMOTO Bookstore Manager



ACADEMIC CALENDAR, 1974-75

AUGUST

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER

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29	30					

OCTOBER

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NOVEMBER

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DECEMBER

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29	30	31				

FALL TERM I, 1974

July 29

Application deadline
(Applications will be received through 8/8. However, individuals admitted after 7/29 will register during the late registration period)

August 13-19

Registration (regular)

August 22

Late registration

August 26-27

Classes begin

August 26-30

Registration changes

September 2

Holiday (Labor Day)

October 14

Holiday (Discoverer's Day)

October 21

8 week classes end

16 week classes continue

October 23

Final examinations

for 8 week classes

FALL TERM II, 1974

October 15

Application deadline

October 24

Registration (regular;
no late registration)

October 29-30

Classes begin
(16 week classes have continued)

October 29-

Registration changes

November 1

November 5

Holiday (Election)

November 28-29

Holiday (Thanksgiving Recess)

December 17-18

All classes end

December 17, 19,

Final examinations

20

JANUARY

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19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY

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16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY

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24	25	26	27	28	29	30
31						

SPRING TERM III, 1975

December 6	Application deadline (Applications will be received through 12/27. However; individuals admitted after 12/19 will register during the later registration period)
January 2-7	Registration (regular)
January 9	Late registration
January 13-14	Classes begin
January 13-17	Registration changes
February 17	Holiday (President's Day)
March 6-11	8 week classes end 16 week classes, except all evening classes, observe break until 3/17.
March 10	Final examinations for 8 week classes

SPRING TERM IV, 1975

March 4	Application deadline
March 13	Registration (regular; no late registration)
March 17-18	Classes begin
March 17-21	Registration changes
March 24-28	Holiday (Easter recess)
May 13-14	Classes end
May 13, 15, 16	Final examinations
May 17	Commencement

