



WINDWARD COMMUNITY COLLEGE.

~~Catalog~~

OPAC
FILE

Windward Community College

UNIVERSITY OF HAWAII

1977/78
Catalog

**Windward
Community
College**

UNIVERSITY OF HAWAII

ACADEMIC CALENDAR

FALL SEMESTER 1977-78

Application deadline Fall Semester	July 29 (F)
Faculty Report for Duty	Aug. 18 (TH)
ADMISSIONS DAY HOLIDAY	Aug. 19 (F)
†Registration: Fall Semester*	Aug. 15-18 (M-TH)
Fall Semester Term I**	
First Day of Instruction: Fall Semester*	Aug. 29 (M)
Fall Semester Term I**	
LABOR DAY HOLIDAY	Sept. 5 (M)
Application deadline Fall Term II**	Sept. 23 (F)
DISCOVERERS' DAY HOLIDAY	Oct. 10 (M)
†Registration Fall Term II**	Oct. 14-18 (F-T)
Fall Semester Term I** ends	Oct. 19 (W)
Exam Period Term I** classes	Oct. 21, 24 (F,M)
Fall Term II** begins	Oct. 26 (W)
VETERANS DAY HOLIDAY	Nov. 11 (F)
THANKSGIVING RECESS	Nov. 24-25 (TH-F)
Fall Semester*/Fall Term II** ends	Dec. 16 (F)
Last Day of Instruction	Dec. 16 (F)
Exam Period: Fall Semester*	Dec. 19-22 (M-TH)
Fall Semester Term II**	
End of Fall Semester	Dec. 22 (TH)

SPRING SEMESTER 1977-78

Application deadline Spring Semester	Dec. 23 (F)
†Registration: Spring Semester*	Jan. 9-13 (M-F)
Spring Semester Term III**	
First Day of Instruction: Spring Semester*	Jan. 16 (M)
Spring Semester Term III**	
Application deadline Spring Semester Term IV**	Feb. 10 (F)
PRESIDENTS' DAY HOLIDAY	Feb. 20 (M)
†Registration Spring Term IV**	Mar. 1-3 (W-F)
Spring Semester Term III** ends	Mar. 6 (M)
Exam Period Term III**	Mar. 8, 10 (W,F)
Spring Term IV** begins	Mar. 13 (M)
SPRING RECESS	Mar. 20-24 (M-F)
PRINCE KUHIO DAY HOLIDAY	Mar. 27 (M)
Spring Semester*/Spring Term IV** ends	May 8 (M)
Last Day of Instruction	May 9 (T)
Exam Period: Spring Semester*	May 10-15 (W-M)
Spring Semester Term IV**	
End of Spring Semester	May 15 (M)
Faculty Last Day	May 17 (W)
Graduation	May 21 (SUN)

† check schedule of courses for exact dates/times

* 16 week classes

** 8 week classes

SUMMER SESSION 1978

Application deadline	May 19 (F)
Registration	June 8-9 (TH-F)
KAMEHAMEHA DAY HOLIDAY	June 12 (M)
First Day of Instruction	June 14 (W)
INDEPENDENCE DAY HOLIDAY	July 4 (T)
Last Day of Instruction	July 31 (M)
Exam Period	Aug. 2 (W)
End of Summer Session	Aug. 2 (W)
Faculty Last Day	Aug. 4 (F)

† check schedule of courses for exact dates/times

* 16 week classes

** 8 week classes

**FALL Semester 1977-78
EXAM PROJECT/PAPER DEADLINE SCHEDULE**

Fall Semester Term I**

MW(F)	classes beginning 8:15 a.m.	same time	Oct. 21 (F)
MW(F)	classes beginning 10:15 a.m.	same time	Oct. 24 (M)
MW(F)	classes beginning 1:00 p.m.	same time	Oct. 21 (F)
MW(F)	classes beginning 3:00 p.m.	same time	Oct. 24 (M)

Fall Semester*/Fall Semester Term II**

MW(F)	classes beginning 8:15 a.m.	same time	Dec. 19 (M)
MW(F)	classes beginning 10:15 a.m.	same time	Dec. 21 (W)
MW(F)	classes beginning 1:00 p.m.	same time	Dec. 19 (M)
MW(F)	classes beginning 3:00 p.m.	same time	Dec. 21 (W)
MW(F)	classes beginning 6:00 p.m.	same time	Dec. 19 (M)
MW(F)	classes beginning 7:30 p.m.	same time	Dec. 21 (W)
T-TH	classes beginning 8:15 a.m.	same time	Dec. 20 (T)
T-TH	classes beginning 9:45 a.m.	same time	Dec. 22 (TH)
T-TH	classes beginning 11:15 a.m.	same time	Dec. 20 (T)
T-TH	classes beginning 1:30 p.m.	same time	Dec. 22 (TH)
T-TH	classes beginning 3:00 p.m.	same time	Dec. 20 (T)
T-TH	classes beginning 6:00 p.m.	same time	Dec. 22 (TH)
T-TH	classes beginning 7:30 p.m.	same time	Dec. 20 (T)

**SPRING Semester 1977-78
EXAM PROJECT/PAPER DEADLINE SCHEDULE**

Spring Semester Term III**

MW(F)	classes beginning 8:15 a.m.	same time	Mar. 8 (W)
MW(F)	classes beginning 10:15 a.m.	same time	Mar. 10 (F)
MW(F)	classes beginning 1:00 p.m.	same time	Mar. 8 (W)
MW(F)	classes beginning 3:00 p.m.	same time	Mar. 10 (F)

Spring Semester*/Spring Semester Term IV**

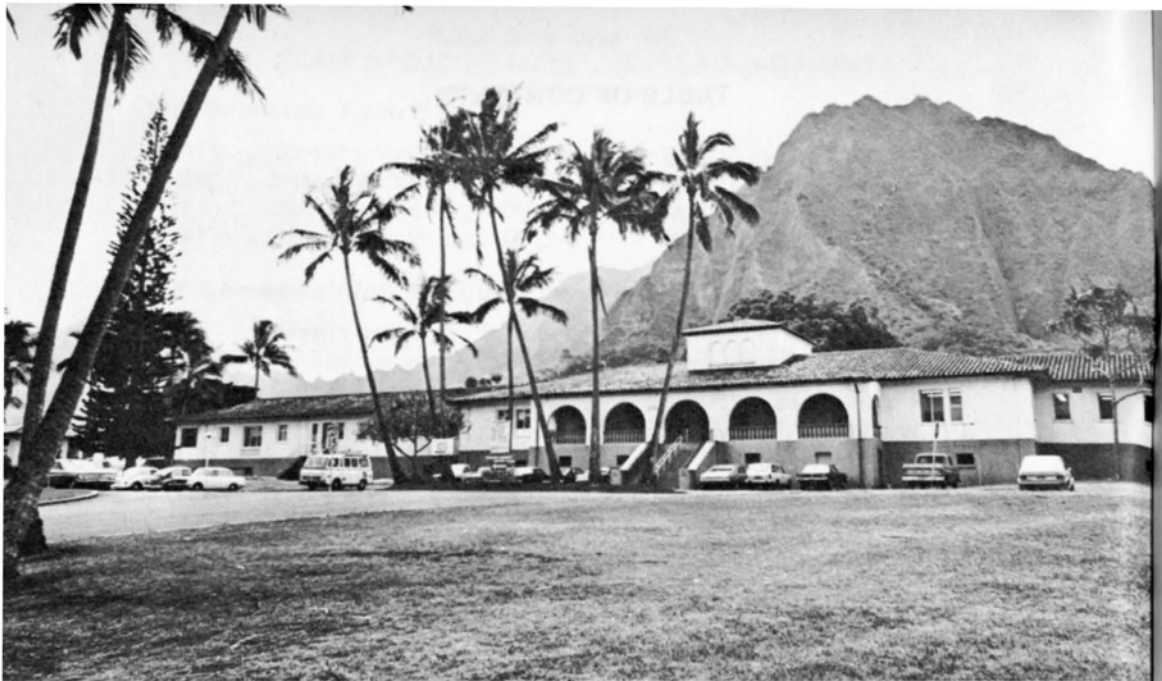
MW(F)	classes beginning 8:15 a.m.	same time	May 10 (W)
MW(F)	classes beginning 10:15 a.m.	same time	May 12 (F)
MW(F)	classes beginning 1:00 p.m.	same time	May 10 (W)
MW(F)	classes beginning 3:00 p.m.	same time	May 12 (F)
MW(F)	classes beginning 6:00 p.m.	same time	May 10 (W)
MW(F)	classes beginning 7:30 p.m.	same time	May 12 (F)
T-TH	classes beginning 8:15 a.m.	same time	May 11 (TH)
T-TH	classes beginning 9:45 a.m.	same time	May 15 (M)
T-TH	classes beginning 11:15 a.m.	same time	May 11 (TH)
T-TH	classes beginning 1:30 p.m.	same time	May 15 (M)
T-TH	classes beginning 3:00 p.m.	same time	May 11 (TH)
T-TH	classes beginning 6:00 p.m.	same time	May 15 (M)
T-TH	classes beginning 7:30 p.m.	same time	May 11 (TH)

* 16 week classes

** 8 week classes

TABLE OF CONTENTS

	Page
WELCOME	6
 GENERAL INFORMATION	
The College	8
Admission	9
Tuition and Fees	9
Drops and Add Policy	10
Non-credit Courses	11
Senior Citizen Tuition Exemption	11
 INSTRUCTIONAL PROGRAMS / ACADEMIC REGULATIONS	
The Instructional Program	15
Degree Program	16
Certificate Programs	18
Majors	19
Independent Studies / Cooperative Education / Community Service	20
Concurrent Registration	21
Transfer of Credits	22
Grading	24
Course Abbreviations / Numbers	26
Student Classification / Course Load	27
Graduation Information	28
 RELATED SERVICES	
Student Activities	29
Student Participation in College Governance	29
Academic Advising / Orientation	29
Personal Counseling	30
Financial Assistance	30
Special Student Services	32
Library	32
Bookstore	32
Learning Skills Lab	32
 COURSES	 35
 FACULTY AND STAFF	 67



Welcome

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 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.

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.

New building construction is scheduled to begin in 1977; significant expansion of the vocational education program began in 1976; acquisition of additional land will be contingent upon the enrollment; resolvment of the campus parking problem is under way, etc. On the theoretical and/or philosophical side of the house, our sense of accomplishment is more pronounced. We (in a collective sense since, student, faculty, staff and the members of the nearby 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:

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 and community 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.

The college is situated in Kaneohe, on the island of Oahu.

It opened in the Fall of 1972, with an enrollment of 525 students and had a Fall 1976, enrollment of more than 1,100 students. Currently, the College offers liberal arts courses and a more limited number of vocational educational courses as well as learning skill courses. The program of courses offered, particularly in the vocational education fields, is slated for expansion in 1977.

A program of non-credit courses is also offered, public affairs forums and cultural presentations are planned throughout the year. Courses are offered during the day and evenings, both on and off campus.

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, 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. Courses are planned for both on-campus and off-campus and are offered during the evenings/days, year round. Eight week terms enable anyone to enter the College with a minimum of delay between semesters. A behavioral or performance objective mode of instruction is employed in all of the courses offered and pre-tests/post-tests are used to measure student achievement.

Accreditation

Windward Community College has been fully accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges.

Admission

The College 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.) For clarification of what constitutes bona fide, you may see the Registrar.

High school seniors are permitted to register for a limited number of classes under certain conditions through an early admissions program. Registration is limited to 1 course per semester on a space available basis after regular registration. See counselors at local high schools or Registrar for more information.

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.

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. Additionally, the student must take a reading test. The reading test is not exclusionary in nature, but is an admissions requirement. The application will not be considered until all requirements are met.

Tuition and Fees

Credit courses, per semester/term:

	1-11 credits	12+ credits
Hawaii residents*		
tuition	\$3.50/credit	\$40
student activity fee	\$5 (optional)	\$5 (mandatory)
non-Hawaii residents		
tuition	\$38/credit	\$450.00
student activity fee	\$5 (optional)	\$5 (mandatory)

*includes military personnel and dependents and most foreign students.

Payments

For registration to be official, all fees must be paid on the day of registration.

Dishonored Check Fee: Checks tendered to Windward Community College and dishonored by the bank for any cause will be charged:

Drawn on bank within State of Hawaii \$ 5.00
Drawn on bank outside State of Hawaii \$10.00

Late Registration Fee: A late registration fee of \$2 is charged (in addition to tuition and student activity fees) if you register after the announced regular registration period.

Course Change Fee: A registration change fee of \$1 is charged each request for a course change.

Graduation Fee: A \$5 graduation fee is payable at the time of application for graduation. Diplomas will not be released without this payment.

Transcript Fee: No fee is charged for a transcript sent to another college within the University of Hawaii system. A \$1 fee is charged for each transcript sent elsewhere.

Tuition Refunds

Students who formally withdraw from course(s) or completely from the College may apply for a tuition refund according to the following schedule:

- withdrawal from College or change to part-time status within the 1st two weeks of a semester-long course; or the first week of an 8 week term course — 80% refund.
- withdrawal from College or change to part-time status within the 3rd and 4th weeks of a semester-long course; or the second week of an 8 week term course — 40% refund.
- withdrawal from College or change to part-time status after the 4th week of a semester-long course; or after the second week of an 8 week term course — no refund.

Tuition refunds must be applied for after formal withdrawal from classes. For details, check with the Registrar's Office.

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

A minimum of 6 weeks is required for the processing of tuition refunds.

Drops and Adds Policy

Students intending to drop classes are advised to do so as soon as possible so the maximum amount of tuition can be refunded (if applicable) and punitive grading can be avoided. Students withdrawing from classes formally (by making the change through the Registrar's Office) by the 2nd week of

classes if the class is a 16 week class, or the 1st week of classes if it is an 8 week class will have these classes erased from their registration file. The courses then will not appear on the transcript as courses from which a student has withdrawn. After that date, students will receive a W for the class providing they were making satisfactory progress (D level or better) at the time they dropped the class. An earned letter grade will apply in all other instances.

The College maintains a policy of no adds once classes are closed at registration. This policy is intended to alleviate confusion during the first week of classes. Classes are generally "overbooked" beyond maximum effective class sizes to reflect anticipated withdrawal rates at the time of registration to accommodate as many students as possible.

Students who are registered for courses and do not attend the first 2 class sessions will be dropped from the course.

Non-credit Courses

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

Senior Citizen Tuition Exemption Program. Residents of the State of Hawaii, 60 years or older, are entitled to attend any institution of the University of Hawaii system without payment of tuition and fees on a *space-available* basis. Eligible senior citizens, who have met all general admissions procedures and appropriate prerequisites for regular offered on a credit basis during the academic year, may register for classes in which *space is available* after the close of late registration.

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.

Family Educational Rights and Privacy Act

Notification Requirement

Pursuant to Section 99.6 of the rules and regulations governing the Family Educational Rights and Privacy Act of 1974 (hereinafter the Act), students in attendance at the campuses of the University of Hawaii are hereby notified of the following:

1. It is the administrative policy of the University of Hawaii to subscribe to the requirements of Section 438 of the General Education Provision Act, Title IV, of Public Law 90-247, as amended, and to the rules and regulations governing the Act, which protect the privacy rights of students.
2. The rights of students under the Act include the following, subject to conditions and limitations specified in the Act:
 - (a) The right to inspect and review education records.
 - (b) The right to request to amend education records.
 - (c) The right of protection from disclosure by the University of Hawaii of personally identifiable information contained in education records without permission of the student involved.
 - (d) The right to waive certain rights under the Act.
 - (e) The right to file complaints concerning alleged failure by the University of Hawaii to comply with the Act.
3. Students are advised that institutional policy and procedures required under the Act have been published as Business Manual Instruction 1614, *Policies and Procedures Relating to the Family Educational Rights and Privacy Act of 1974 for Students Enrolled in Postsecondary Programs of the University of Hawaii*. Copies of BMI 1614 may be obtained from the Office of the Dean for Student Services, the Dean for Student Affairs, or the Dean for Academic Services, at the campuses of the University of Hawaii at which a student is in attendance.
4. Directory Information
Students are advised that certain personally identifiable information is considered by the University to be Directory Information and, in response to public inquiry, may be disclosed without prior consent of the student unless the student otherwise so informs the University not to disclose such information.
 - (a) Name of student.
 - (b) Local address and zip code maintained in the campus locator printout.
 - (c) Local telephone number maintained in the campus locator printout.
 - (d) Major field of study.
 - (e) Fact of participation in officially recognized activities and sports.
 - (f) Weight and height of members of athletic teams.
 - (g) Dates of attendance.
 - (h) Most recent educational institution attended.
 - (i) Degrees and awards received.

A student has the right to request that any or all of the above items not be designated Directory Information with respect to that student. Should a

student wish to exercise this right, he or she must in person and in writing, not earlier than the first day of instruction nor later than fourteen calendar days from the first day of instruction for the academic term or semester, or the fourth day of a summer session, inform each Campus Registrar at each campus he or she is attending which of the above items are not to be disclosed without the prior consent of that student.

5. Parents of students are advised that information contained in education records, except as may be determined to be Directory Information, will not be disclosed to them without the prior written consent of their sons and daughters.

Use of Social Security Number

Section 7(b) of the Privacy Act of 1974 (5 U.S.C. 522a) requires that when any Federal, State, or local government agency requests an individual to disclose his or her social security account number, that individual must also be advised whether that disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited, and what use will be made of it.

Accordingly, each applicant is advised that disclosure of his or her social security account number (SSAN) is required as a condition for making application to any of the campuses of the University of Hawaii system, in view of the practical administrative difficulties which the University of Hawaii system would encounter in maintaining adequate student records without the continued use of the SSAN.

The SSAN will be used to verify the identity of the applicant, and as a student identification number throughout the period in which the applicant is enrolled, or otherwise associated with the University, in order to record data accurately. As a student identification number the SSAN is used in such activities as: reconciliation of documents in order to determine eligibility for admission and residency for tuition purposes; registration and academic record-keeping; use of library materials; student affairs programs requiring verification of enrollment for the purpose of providing services; and alumni affairs.

Authority for requiring the disclosure of an applicant's SSAN is grounded in Section 304.2 and Section 304.4, *Hawaii Revised Statutes* as amended, which provides that the Board of Regents of the University of Hawaii system shall have general management and control of the affairs of the University. The University of Hawaii system has, for several years, consistently required the disclosure of SSAN numbers on the Common Admission Forms and other necessary University documents.

In addition, it should be noted that the SSAN of a parent, guardian, or spouse, of an applicant is also requested if the applicant claims residency on the basis of the residency of the parent, guardian, or spouse. A parent, guardian, or spouse is advised that disclosure of his or her SSAN for the above purpose is mandatory. Failure to provide it may affect the applicant's admission to the University and the tuition charged the applicant when such applicant registers for classes. Parent's, guardian's, or spouse's SSAN will be recorded only on the Common Admission Form (Residence Form) itself and will not be maintained in any other system of records. Its use will be restricted to further verification of information reported on the Common Admission Form (Residence Form) by the applicant and/or parent, guardian, or spouse.



Disclaimer Statement

This document is an attempt to summarize applicable policies of the University of Hawaii concerning various aspects of student admissions, enrollment and registration. Students should check with the college concerning any other policies which could affect their specific enrollment, registration, schedule of courses or special fees.

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

Non-Discrimination and Affirmative Action

It is the policy of the University of Hawaii to provide equity of opportunity in higher education, both in the educational mission and as an employer. The University is committed to comply with all State and Federal Statutes, rules and regulations which prohibit discrimination in its policies and practices and direct affirmative action, including but not limited to Titles VII of the Civil Rights Act of 1964, as amended, Title IX of the 1972 Education Amendments, the Equal Pay Act of 1963, and Executive Order 11246, as amended.

The University shall promote full realization of equal opportunity through a positive, continuing program on each campus. Individuals designated to coordinate the University effort are:

Employment Matters

Mr. Keiji Kukino
Windward Community College
45-720 Keaahala Road
Kaneohe, Hawaii 96744
Ph. 235-0077

Educational Matters

Mr. Craig Yim
Windward Community College
45-720 Keaahala Road
Kaneohe, Hawaii 96744
Ph. 235-0077

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;
- interested in acquiring or updating skills and knowledge for employment in certain vocational fields.

These courses are offered on 8 and 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/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/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/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 vocational fields and are scheduled to be offered in 1977. Additional information regarding these programs is available through the Office of the Dean for Educational Services.

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 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, 202, 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.
7. A minimum grade point average of 2.0.

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

These requirements have been in effect since 1974. 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.



Marine Options Program

A "Marine Options Program" has been established at the College. The purpose of this non-degree program is to promote the orientation of students to the marine environment through academic study and the acquisition of a marine skill. The program is designed to enrich the general education of the students, rather than to provide job-training. Enrollment is not limited to students majoring in marine science as students from all disciplines can benefit from the program.

Students may earn a Certificate of Completion if they successfully complete Ocean 201 and two approved courses dealing with aspects of the marine environment. In addition, students must demonstrate possession of an approved "marine skill" involving "hands-on", practical training of a specific marine-related activity or else participate in an independent study project.

Interested students should contact the campus coordinator of the program for details.

Project AHEAD

The College is a participant in Project AHEAD.

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 clerical-accounting, nursery operations/sales, automotive technology, and financial institutions operation are planned for 1977. Additional information regarding these programs may be requested through the Office of the Dean for Educational Services.

Certificate of Achievement Business-Clerical (Stenography)

Knowledge/Skill Requirements	Required Course	Credits
Ability to: type @50+ WPM; type letters, brief reports; type from dictated material	Typw 020,030,040	9 (3 each course)
Ability to: take dictation/ transcription @80 WPM	Shthd 021,030,040	9 (3 each course)
Ability to use: adding machines, calculator	Bmach 020B Bmach 020C	1 1
Knowledge of: filing systems; ability to handle telephone; receptionist duties; handle mail; use xerox, mimeo, duplicating machines, type @35+ WPM	Ofpro 040	3
Ability to: write memos, letters; correct grammatical errors	Eng 100 or 022	3
Knowledge of: interpersonal relationships	Comun 145	3

A minimum cumulative grade point average of 2.0 is required for the Certificate of Achievement.

Other recommended courses: Specialized Typing, Acc 024 and 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; type from dictated material	Typw 020,030,040 Typw 035	9 (3 each course) 3
Ability to use: adding machines, calculator	Bmach 020B Bmach 020C	1 1
Knowledge of: filing systems; ability to handle telephone; receptionist duties; handle mail; use xerox, mimeo, duplicating machines	Ofpro 040	3
Ability to: write memos, letters; correct grammatical errors	Eng 100 or 022	3
Knowledge of: interpersonal relationships	Comun 145	3

A minimum cumulative grade point average of 2.0 is required for the Certificate.

Other recommended courses: Specialized Typing, Acc 024 and 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/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/Community Service

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 and/or research, field work experience (community service), or a career related experience (cooperative education).

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 issue 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.

Independent study projects may take the form of cooperative education experiences where the student may receive academic credit while being employed in a paying position. Students may utilize this format to explore career areas. 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. Credits awarded vary and the projects may be pursued on a college transfer or non-college transfer level.

The community service project is similar to the cooperative education project except that the emphasis is on rendering some services by participating in an organization on a voluntary basis. These projects are variable credit individualized learning experiences, with the number of credits awarded the student reflecting the level of difficulty of achievement of objectives, tasks and an estimate of time required by the student to achieve these objectives. These projects may be pursued at the college transfer or non-college transfer level.

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 Assistant Dean is also required. The total number of credits which can be applied to meet the Associate Degree requirements is limited to twelve credits. Procedural details may be obtained through an instructor or the Assistant Dean's office.

Testing

A testing program is provided by the College to assist students in assessing their strengths and deficiencies in the basic skills necessary for college learning. A realistic assessment of skills provides the student with a good basis for planning a program of study that will maximize the likelihood of his/her succeeding at the College.

Currently a reading test, a study skills survey, and an algebra placement test are available regularly through the learning skills lab and students are encouraged to take all three tests. Because skill in reading is so fundamental, however, all students are required to complete the reading test before they may register for classes. The results of the reading test may be used by the student and his/her advisor in planning a reasonable schedule of classes, including courses to develop the student's reading ability when this appears advisable.

College Credit Equivalency

Opportunities for obtaining college credit for learning competencies gained as a result of non-college classroom experience is available. (credit by examination/CLEP)

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 the Assistant 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 require 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. 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.

Students may develop a program of courses consisting solely of 8 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 consult with the College Veterans advisor or VA representatives to assure that combinations of 8 and 16-week courses will result in the desired eligibility for 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 the Windward Counselors or Registrar secured. A minimum of 9 credits is usually required to be taken at Windward before concurrency permission is granted. Students must take at least half of their credits at Windward.

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.

Returning Students

Students who have been registered at the College, but who do not re-register during the first registration period of the next semester, will be deactivated by computer action and will have to reapply to the College in order to be re-admitted. Reapplication must be made before the stated deadlines. No reapplication is necessary if a student continuously attends from semester to semester.

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. Some, however, may come under "elective" classification if Windward has no equivalent.

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/herself with the requirements of the college he/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.

Transcripts can only be released upon the duly signed request of the student. Telephone requests cannot be honored.

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/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 shows 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. The credits may/may not be applied toward the baccalaureate degree.

Beginning Spring 1978, grade point averages earned while completing college transfer level courses at Windward are *not* transferable to the University of Hawaii, Manoa. However, credits earned for the courses accepted by the receiving college/department are transferred. Students intending to transfer to a four year institution such as the University of Hawaii, Manoa are advised that some of these institutions do not accept a grade of CR (Credit) for academic major courses and core requirements; 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 transferable 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 (students must declare this option not later than the 5th week of an 8-week course and not later than the 10th week for a 16-week course if it is to be official)	none (credits granted for advanced standing)
N	No grade assigned (non-completion of minimum course objectives or withdrawal from a course without notifying the registrar or instructor)	none (no credits granted for advanced standing)
I	Incomplete (if course objectives are not satisfied by the end of the succeeding semester the "I" will automatically revert to the contingency grade listed on the class card by the instructor)	none (no credits granted for advanced standing)
W	Withdrawal from the course, achieving at D level or higher (formal withdrawal)	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.

(Policy presently under review and maybe subject to change)

Credit/No Credit Option

The Credit/No Credit (CR/NC) option encourages students to broaden their education by venturing into subjects outside their special competencies without affecting their grade point ratios. Neither "Credit" nor "No Credit" enters into the computation of the student's grade point ratio.

"Credit" denotes "C" caliber work or higher and "No Credit" denotes "D" caliber work or lower.

The CR/NC option is limited to elective courses, i.e., this option is not allowed for any course taken to fulfill a University of Hawaii, Manoa College core requirement or Department requirement, with the exception of those courses offered for mandatory CR/NC. In addition to mandatory CR/NC courses, no more than 40 hours of "Credit" may be counted toward the baccalaureate degree.

Incomplete (I) Grades

Final dates for making up incomplete grades are as follows:

For Fall Incompletes Last Day of Spring Instruction

For Spring Incompletes Last Day of Fall Instruction



Scholastic Standard

A 2.0 grade point average is required for award of the Associate in Arts Degree and the Certificates of Achievement.

Grade Reports

Grade reports will be mailed to students at the end of each semester. Students shall assume the responsibility of reporting any errors on their grade report to the Registrar as soon as possible.

Grade Point Average

A student's grade-point average is computed by dividing the student's total grade points earned by the total credits attempted, excluding credits for which grades of "N", "I" and "W" were awarded.

Probationary Student Policy

Any student failing to complete more than one-half of classes taken in a semester (providing more than 2 courses are taken) at an achievement level of D or CR, may be placed on academic probation during the following semester.

If a student does not complete 50% or more of the credits taken in the semester in which he/she has been placed on probation, he/she will be viewed as not making satisfactory progress toward educational goals and will not be permitted to enroll for classes in the succeeding semester. The fact of this probationary status will be noted in the student's transcript record.

After an interval of 1 semester, the student may petition for readmission to the College.

If after 1 semester the readmitted student completes all of the classes in which enrolled (provided more than 2 classes are taken) with a GPA of 2.0 or better reference to the probationary status will be expunged from the student's transcript record.

Repeating Courses

Students are permitted to repeat a course in which "W", "N", or "I" grades have been recorded. Students will receive credit for a repeated course only once, with grade points awarded only for one successful completion of the course. Courses may be repeated only once.

(The policy is presently under review and is subject to change)

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 degree granting institutions. The prerogative to grant credits or not remains with that institution and not Windward.

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 or field service courses are given a 199 or 049 number designation depending on the level of the projects undertaken. Cooperative education courses are given a 093/193 or 293 number designation depending on the level of the projects undertaken. Experimental courses are numbered 197 or 097 depending on the level of the course.

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 or more 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 20 to 30 students. A few classes, particularly lecture/lab type classes are scheduled to accommodate forty or more 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, in writing, of their intention to continue in the class will be assumed to have withdrawn from the class and will be automatically dropped.

Student Responsibility

Although advisory services are provided and students are encouraged to take advantage of them, the students themselves, as mature adults, are ultimately responsible for following the proper procedures and completing the work required in their programs.

Change of Address

Students are responsible for keeping Windward Community College Registrar's office informed of their correct mailing address.

Graduation Information

Students should consult with their counselors/advisors prior to registering for their final semester of study.

For specific graduation requirements see program of study listed in the catalogue.

Candidates for graduation must file an application with the Registrar's Office as follows:

Fall Semester file by November 1, 1977
Spring Semester file by March 1, 1978

Applications received after the deadline will be processed in the following semester.

The graduation fee of \$5.00 is payable upon submission of the application for graduation.

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 ad hoc 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) is available to help the student develop a program of study reflecting his/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.

For information concerning orientation, and advising, call 235-0077, and ask for an advisor.



Personal Counseling

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

Hawaii State Scholarships

A number of tuition scholarships are available to qualified and needy full-time students who have resided in Hawaii five years prior to application.

Hawaii State Merit Scholarships

These scholarships cover the cost of tuition. An applicant does not need to prove financial need. To be eligible, students must have been residents of the State of Hawaii for five consecutive years prior to the application. Deserving students will be selected by the scholarship committee. Applications must be submitted during the Fall semester.

Other Scholarships

Other privately-sponsored scholarships are also offered. Contact the Financial Aids Office for further information.

Financial Assistance

Students at the College are eligible to participate in a number of financial assistance programs. These include state-funded programs such as the Hawaii State Scholarship Program, the State Higher Education Loan Program and federally funded programs such as the Basic Educational Opportunity Grant, the National Direct Student Loan Program and the College Work-Study Program.

Students may also apply for loans under the Federally Insured Student Loan Program at participating banks, credit unions and savings and loan associations.

Students who wish to apply for financial aid must submit (1) the *basic grant* application form and (2) the *College Scholarship Service (CSS)* application form. These forms may be obtained from high school counselors, or any Financial Aids Office in the University of Hawaii system. The Deadline Date for submission is **June 1st**. Applications received after this date will be considered as long as funds are available.

Also available is an emergency short-term loan program to enable students to obtain small loans for short periods of time with no interest charged.

Information and applications are available from the Financial Aids Office, Eckerdt 121C.

Law Enforcement Education Program (LEEP)

Grants for payment of tuition, fees, and cost of books are available to full-time employees of State and City and County law enforcement or criminal justice agencies. Interested students should contact LEEP program coordinator in Student Services. Availability of grants is contingent on annual funding by the Law Enforcement Assistance Administration.

Veterans Administration Benefits

The College is a VA-approved educational institution, in which eligible students may receive financial assistance from the Veterans Administration, as provided by statute. Veterans, orphans of veterans and widows/widowers of veterans make application to the VA for determination of entitlement to educational benefits. Then, based on the number of credits for which a student registers and the number of dependents supported by the veteran, the amount of payment is determined by the VA.

Each semester the College provides certification or confirmation of enrollment and the number of credits for which the student has registered, *at the specific request* of the student. In requesting certification from the College, the student agrees to give official notification if he drops out of school. The VA accepts certification of enrollment for payments only for courses which apply to the degree objective and major of each individual student.

VA regulations provide that Windward Community College must evaluate official transcripts from each of the colleges that VA beneficiaries have previously attended and award appropriate credit for work completed. Students are responsible for requesting transcripts to be sent directly to the Veteran Certification Officer at Windward Community College.

Veterans are encouraged to work closely with their counselor and academic advisor in selecting courses and making academic plans, so as to secure the desired eligibility for VA benefits. Please direct inquiries to the Student Services staff, the VA Vet Rep on Campus, or the VA Regional Office in Honolulu.

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 classrooms and offices are provided with ramp access for students on wheelchairs.

Library

The Library in Kanaloa Building serves both as a source of learning materials and a place to study and use these materials. The collection includes print materials such as books, periodicals, newspapers and pamphlets, and non-print materials such as films, tapes, phonograph records, filmstrips, slides, and microfilm. Print and non-print materials are shelved together on open stacks, and equipment for using the non-print materials is available in many of the carrels. While primarily for the use of students of the College, the Library also welcomes use by residents of the community.

Services of other libraries in the University of Hawaii system are available to students and faculty at Windward through interlibrary loan.

Guides to the use of the Library and services offered are available at the circulation desk. The Library staff welcomes both questions and suggestions about any of these services, and is eager to help students learn how to use the Library.

Media Production Center

A media production center is maintained by the College for use by the instructional staff, primarily, in developing audiovisual materials for use in class.

The center provides service to students by assisting with audio and/or video recording, duplicating lectures on audio cassettes, and making other facilities available to help with the A-V requirements of student projects. The center is located in Judd 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 Eckerdt Building. Hours vary and are posted.

Learning Skills Lab

As part of the learning skills program, a lab for individualized learning is open to all students. Services of the lab include assessment of strengths and deficiencies in reading, writing, concentration, listening, taking notes and a number of other college learning skills, as well as assistance in developing the skills when improvement is desired. Each student's learning program is designed to meet his/her particular needs and study is done on an independent basis in the lab.

The learning skills lab, which is located in Lono Building, Room 113, is open on a daily basis with hours posted at the beginning of each term. Formal registration is not necessary and students are welcome to begin at the lab at any time during the semester.

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.

Lost and Found

Articles which are lost and found are located in the telephone operator's office in Eckerdt 120.

Financial Obligations

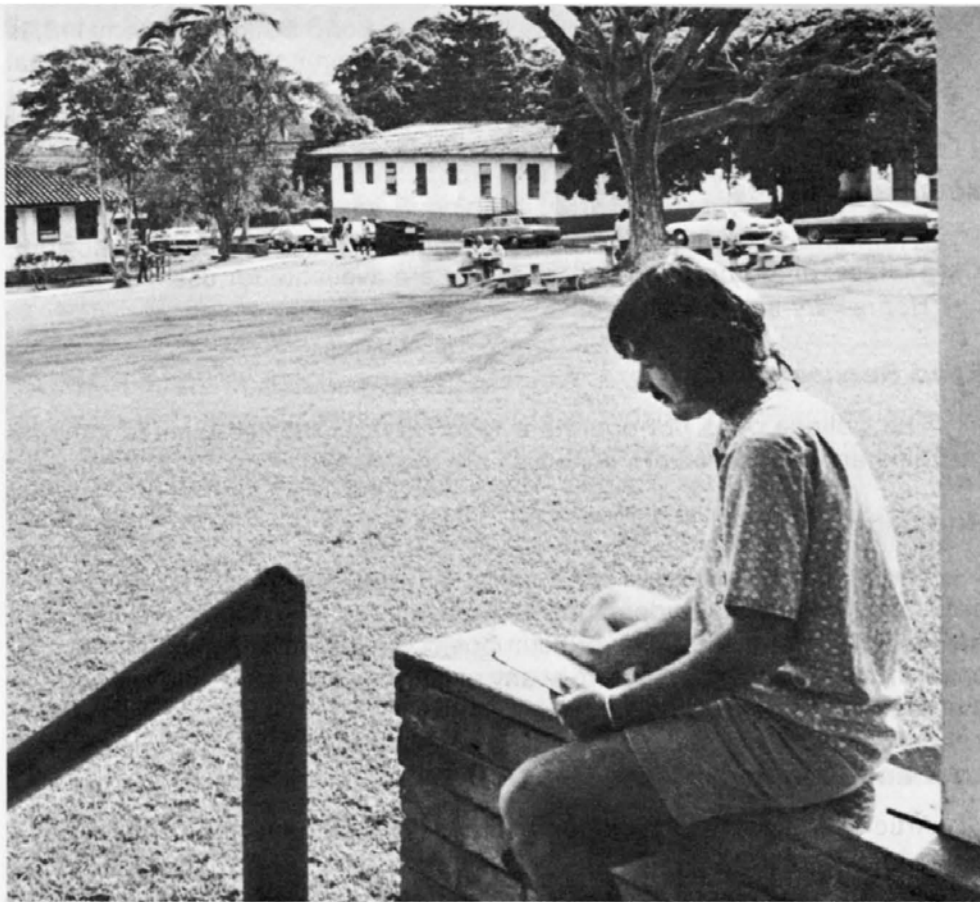
Students who have not met their financial obligations to the College (by non-payment of fines, loans, or service charges for dishonored checks) may be denied further registration, graduation, and transcripts of courses. Copies of the rules and regulations governing delinquent financial obligations are available for review at the Library, Registrar's Office, Dean for Educational Service's Office, Director of Administrative Service's Office, the Financial Aids Office and the Provost's Office.

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.

Health Certificate Requirement

Part of the admissions requirement is a *mandatory* TB test as required by the State Department of Health. A tuberculin skin test or an X-ray may be utilized, but no application for admission can be considered complete, or be processed, until Admissions has received a written statement from the officiating physician or the Health Department or clinic where the test has been effected.



Parking

Parking is permitted in designated areas. Spaces are limited. Regulations are subject to change.

Pets on Campus

City ordinances require that pets be leashed when in public areas and the 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. Pet owners who violate City ordinance could be subject to prosecution.

Smoking

In furtherance of the State's No Smoking Act, Act 108, SLH 1976, smoking is prohibited in any of the classrooms, laboratories and conference rooms on this campus.

Courses

Course Offerings

A brief description of courses offered at the College follows. 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. Copies are generally available in the library.

General information regarding AA degree and Certificate program requirements is provided in the following course descriptions. 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. Final determination of acceptance of the courses meeting program requirements at UHM rests with the receiving college/department. For more specific information about these requirements, consult the UH, Manoa catalogue or secure the assistance of an Academic Advisor at UH, Manoa.

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.

*Courses not transferable to UHM.

ACC 024* Principles of Accounting I (formerly ACC 020-B) (3)

An introduction to the basic structure of accounting; debiting and crediting, 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 course.

ACC 201 Elementary Accounting I (3)

Introduction to accounting theory and methods used to record and report financial information. Topics include analysis of methods for valuing the assets and liabilities of an organization.

May be applied to meet AA degree requirements as an Applied Science course.

ACC 202 Elementary Accounting II (3)

Analysis of methods of valuing ownership of an organization; introduction to methods for evaluating financial performance: cost accounting, budgeting, break-even analysis, ratio analysis, sources and uses of funds.

Prerequisite: ACC 201.

May be applied to meet AA degree requirements as an Applied Science course.

AMST 201 Introduction to American Civilization I (3)

Presentation of the central themes of American life and experience studied from the perspectives of history, literature and social science. Themes covered include Puritan influences, slavery, frontier heritage, popular culture and women in America.

Meets AA degree Humanities requirements.

AMST 202 Introduction to American Civilization II (3)

Presentation of the central themes of American life and experience studied from the perspectives of history, literature and social science. Themes covered include American individualism, the search of community and alienation in modern America.

Meets AA degree Humanities requirements.

ANTH 150 Introduction to Anthropology (3)

Focus on the question, "What is anthropology?" Emphasis on the four major subfields of anthropology; physical anthropology, archaeology, linguistics and cultural anthropology. Intended for non-majors.

Meets AA degree 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.

ANTH 210 Archaeology (3)

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

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

Meets AA degree Social Science requirements.

ANTH 215 Physical Anthropology (3)

A general introduction to the field of physical anthropology. Topics covered include: primatology, human fossils, heredity, human growth and constitution. Prior course in biology recommended.

Meets AA degree Social Science 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. Projects will be required.

Meets AA degree Humanities requirements.

ART 105 Elementary Studio: Ceramics (3)

An introduction to clay as an art medium. Emphasis on basic handbuilding techniques and on decorating, glazing and firing of ceramic pieces.

Meets AA degree Humanities requirements; does not meet UHM Art Major requirements.



ART 105-B Elementary Studio: Ceramics (Wheelthrowing) (3)

Introduction to the use of the potter's wheel. Emphasis on techniques of forming basic wheel thrown shapes on the electric or kick wheel. Emphasis also on decorating, glazing and firing of ceramic pieces.

Prerequisite: ART 105.

Meets AA degree Humanities requirements; does not meet UHM Art Major requirements.

ART 107 Elementary Studio: Photography (3)

An introduction to black and white photography as an art medium. Emphasis on developing correct darkroom techniques. Specific assignments and field trips. Student requirement to have own 35mm or 120mm camera.

Meets AA degree Humanities requirements; does not meet UHM Art Major requirements.

ART 108 Elementary Studio: Drawing and Painting (3)

Introduction to techniques of drawing and painting with pencil, conte, oil and acrylics. Composition will utilize natural and man-made objects. Emphasis on the artistic creativity of the individual. Basic principles and elements of design will be explained.

Meets AA degree Humanities requirements; does not meet UHM Art Major requirements.

BIOL 100 Human Biology (3)

Introduction to the structure and functions of cells, organs and systems of the human body. Covers topics related to physical fitness, nutrition, health and disease. Taught in an audio-tutorial mode and/or lecture/discussion mode.

Meets AA degree Natural Science requirements for non-lab science course.

BMACH 020B* Ten-Key Adders (formerly BUS 022) (1)

Individualized instruction in attaining speed and accuracy in the operation of the ten-key adder. Practical applications of business problems are used.

Prerequisite: MATH 001 or equivalent.

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

BMACH 020C* Electronic Calculators (formerly BUS 022) (1)

Individualized instruction in the use of the electronic desk calculator. Problem-solving for business and industry is undertaken. Memory units, storage registers, and automatic decimal controls are introduced.

Prerequisite: MATH 001 or equivalent.

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

BMACH 020D* Rotary/Printing Calculators (formerly BUS 022) (1)

Individualized instruction in attaining proficiency in the use of rotary and printing calculators. Complex problems of business and industry requiring proration, distribution work and special analyses are included.

Prerequisite: MATH 001 or equivalent.

May be applied to meet AA degree requirements as an Applied Science course.

BOT 101 General Botany (4)

Introduction to growth, functions and evolution of plants and their relationship to the environment, particularly to human activities. Lecture/lab/research project/field trip course designed for the non-major.

Meets AA degree Science requirements.

BOT 105 Ethnobotany (3)

Plants and their influence upon the cultures of Hawaii and the Pacific area. Uses of cultivated and wild plants. Lecture/field trip course.

Meets AA degree Social Science requirements.

BOT 130 Plants in the Hawaiian Environment (4)

Introduction to plant communities and species of the Hawaiian environment emphasizing their systematics and ecological interactions with human beings and the environment. Observations and identification of native and introduced flora. Lecture/laboratory/field trip course.

Meets AA degree Science requirements.

BOT 181 Plant Sea Life (4)

Morphology, taxonomy, physiology, ecology and marine agronomic utilization of planktonic, microphytic and macophytic alga. Particular attention to identification of Hawaiian algae, their uses and ecology. Lecture/laboratory/research project/field trips course.

Meets AA degree Science requirements; meets requirements for WCC Marine Options Program.

BUS 022* Business Career Development (1)
(formerly BUS 001-B)

Provides students with an opportunity to gain better understanding of the requirements, benefits and limitations of a career choice in the field or reinforcing a choice already made. Emphasis placed on the use of guest speakers and visitations of work sites.

May be applied to meet AA degree requirements as an Applied Science course.

CHEM 100 Chemistry and Man (3)

Non-mathematical introduction to chemistry. Basic concepts and their relationship to the modern world. Not open to those with previous college chemistry.

Meets AA degree Natural Sciences requirements.

CHEM 100L Chemistry and Man Laboratory (1)

Experiments in everyday chemistry.

Prerequisite: Credit or registration in CHEM 100.

Meets AA degree Natural Sciences requirements.

COMUN 145 Interpersonal Communications (3)

Introduction to selected aspects of communications processes and theory. Emphasis 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; required for Business-Clerical majors.

COMUN 210 Intercultural Communication (3)
(formerly COMUN 284)

Study of culturally-bound variables which impede communication. Students engage in a variety of activities to increase their awareness of cultural differences and to improve their effectiveness when communicating in intercultural situations.

Prerequisite: COMUN 145.

Meets AA degree Communication requirements.

DANCE 150 Introduction to Dance (formerly DRAMA 180) (3)

A study of the basic theories of human movement and the phenomenon of dance as an art form, particularly in Western culture. Representative dance styles and outstanding personages are covered. This is not a performance course, but students are expected to participate in in-class group movement sessions. Attendance of at least one dance concert is required.

Meets AA degree Humanities requirements.

DRAMA 101 Introduction to Drama and Theatre (3)
(formerly DRAMA 160)

A study of changing forms in the theatre and in dramatic literature via representative plays. Attendance of a minimum of three plays is required, and field trips are scheduled.

Meets AA degree Humanities requirements.

DRAMA 221 Beginning Acting I (3)

A performance course helping the student master selected techniques in voice, movement and relaxation. Students are required to participate in selected presentations and demonstrations in class.

Meets AA degree Humanities requirements.

DRAMA 222 Beginning Acting II (3)

Continuation of DRAMA 221.

Meets AA degree Humanities requirements.

DRAMA 260 Dramatic Production (3)

An introduction to the process of converting a play into a performance. Students are required to participate in at least one aspect of an actual production.

Meets AA degree requirements.

DRAMA 264 Introduction to Asian Drama and Theatre (3)

An introduction to the major theatre forms of Asia. Particular emphasis placed on the dramatic literature and performance techniques of the theatres of India, South East Asia, China, and Japan. Attendance of one Asian theatrical performance is required.

Meets AA degree Humanities requirements.



ECON 101 Consumer Economics (3)

An introductory 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/regulations and how this knowledge can be applied to making rational consumer decisions. Field trips may be scheduled.

Meets AA degree Social Science requirements.

ECON 120 Introduction to Economics (3)

One-semester course for non-majors. Provides general understanding of functioning of economic systems, including various approaches to organization of production and allocation of resources, and of policies designed to achieve national economic goals.

Meets AA degree Social Science requirements.

ENG 001* Basic Reading (formerly READ 001) (3)

Designed to assist the student in improving his/her ability to read. Emphasis is on basic skills which enable students to read rapidly and improve comprehension. The use of individualized reading programs allows working at an individual pace. The course is geared for students reading below the 9th grade level and enrollment is limited to those who score at this level on the reading test.

Prerequisite: Nelson-Denny Reading test total raw score of 52 or below.

ENG 045* Introduction to Expository Writing (3)

A "refresher course" focusing on grammatical form, organization, writing well formed sentences and paragraphs. Use of reference materials, dictionaries are stressed.

Meets AA degree Communication requirements.

ENG 100 Expository Writing (3)

A composition course including description, narration, exposition and argument. Unity, development, organization, continuity and other basic writing skills necessary for college writing are stressed.

Meets AA degree Communication requirements.

ENG 102 College Reading Skills (3)
(formerly READ 101)

Designed to assist the student in acquiring skill in study-type reading, skimming and scanning. Focuses on the student doubling his/her beginning rate in each of these types of reading. Emphasis is placed on improving vocabulary, comprehension and critical reading abilities. This course is geared for students reading at the 12th grade level or above and enrollment is limited to students who score at that level on the reading test.

Prerequisite: Nelson-Denny Reading test total raw score of 53 or above.
Meets AA degree Communication requirements.

ENG 120 Exposition and Autobiography (3)

A composition course focusing on writing essays in which students record and analyze noteworthy aspects in their own lives. Unity, organization, development, continuity and other basic writing skills necessary for college writing are stressed.

Meets AA degree Communication requirements.

ENG 130 Problem-Solving and Argument on Contemporary Issues (3)

A composition course featuring problem solving and resolution of issues in a controversy. Emphasis is placed on identification of problems and argument in support of courses of action. Unity, development, organization, continuity and other basic writing skills necessary for college writing are stressed.

Meets AA degree Communication requirements.

ENG 150 Exposition and Study of the Past (3)

A composition course focusing on goal setting and the related use of techniques and ideas which stem from past civilizations and other cultures. Unity, development, organization, continuity and other basic writing skills necessary for college writing are stressed.

Meets AA degree Communication requirements.

ENG 170 Language and the Visual Media (3)

A composition course focusing on analysis of assorted visual media and of the role language plays in films, television and advertising. Unity, development, organization, continuity and other basic writing skills necessary for college writing are stressed.

Meets AA degree Communication requirements.

ENG 250 Major Works of American Literature (3)

An introductory literature course focusing on major American authors before and after 1900. The course reading will include samples of poetry, essay, drama, short story and novel.

Meets AA degree Humanities requirements.

ENG 251 Major Works of British Literature (3)
(Middle Ages to 1800)

An introductory literature course including major British plays, prose and poetry from the Anglo-Saxon period to the Seventeenth Century. Emphasis is placed on discussion of and writing about characteristics and themes of the works.

Meets AA degree Humanities requirements.

Offered alternate years (1977-78)*.

ENG 252 Major Works of British Literature (3)
(1800 to Present)

An introductory literature course including major British plays, novels and poetry from the Nineteenth Century to the present. Emphasis is placed on discussion of and writing about characteristics and themes of the works.

Meets AA degree Humanities requirements.

Offered alternate years (1977-78)*.

ENG 253 World Literature I (3)

An introductory literature course including major Asian and European prose and poetry from the earliest recorded literature through the Renaissance. Emphasis is placed on discussion of and writing about characteristics and themes of the works.

Meets AA degree Humanities requirements.

ENG 254 World Literature II (3)

An introductory literature course including major Asian and European plays, prose and poetry from the Seventeenth Century to the present. Emphasis is placed on discussion of and writing about characteristics and themes of the works.

Meets AA degree Humanities requirements.

*See Schedule of Courses for semester offered.

ENG 255 Types of Literature I (3)

An introductory literature course featuring techniques of reading and analyzing short stories and novels. Emphasis is placed on discussion of and writing about characteristics and themes of the works.

Meets AA degree Humanities requirements.

ENG 256 Types of Literature II (3)

An introductory literature course featuring techniques of reading and analyzing poetry, drama and biography. Emphasis is placed on discussion of and writing about characteristics and themes of the works.

Meets AA degree Humanities requirements.

ESL 100 Expository Writing: A Guided Approach (3)

A composition course with emphasis on extensive practice in writing essays. Focus is on unity, development and useful grammatical structures which make an essay effective. (May fulfill English composition requirement only for non-native speakers of English.)

Meets AA degree Communication requirements.

FR 101 Elementary French I (4)

An elementary course in conversation, laboratory drill, grammar and reading. Offered Fall term only.

Meets AA degree Communication requirements.

FR 102 Elementary French II (4)

Continuation of FR 101. Offered Spring term only.

Prerequisite: FR 101.

Meets AA degree Communication requirements.

FR 201 Intermediate French I (3)

Second level course in French covering reading, conversation, laboratory drill and composition. Offered Fall term only.

Prerequisite: FR 102.

Meets AA degree Communication requirements.

FR 202 Intermediate French II (3)

Continuation of FR 201. Offered Spring term only.
Prerequisite: FR 201.
Meets AA degree Communication requirements.

GEOG 101 Man's Natural Environment (3)

Survey of the natural environment; distribution and interrelationships of elements of Earth's Ecosystem; air, water, land and organisms; lab problems in map interpretation and environmental analysis.
Meets AA degree Science requirements.

GEOG 102 World Regional Geography (3)

Designed to acquaint the student with the cultural regions of today's world, with emphasis on the interrelationships and interactions of each region's ideological, economic, political and physical elements.
Meets AA degree Social Science requirements.

GEOG 151 Geography and Contemporary Society (3)

Elements of population geography and urban studies, economic geography and resource management; application to current problems of developed and underdeveloped countries.
Meets AA degree Social Science requirements.

GG 101 Introduction to Geology (formerly GEOSC 101) (4)

Presents a broad perspective of the earth sciences with studies ranging from the center of the Earth to outer space. Topics include: astronomy, meteorology and physical oceanography.
Weekly lab sessions and occasional field trips.
Meets AA degree Science requirements.

GG 102 General Geology and Geophysics (formerly GEOSC 102) (4)

Study of the planet Earth with emphasis on physical and historical geology, marine geology and geophysics.
Weekly lab sessions and occasional field trips.
Meets AA degree Science requirements.

GG 200 Geology of the Hawaiian Islands (3)
(formerly GEOSC 200)

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.

GG 201 Big Island Field Trip (formerly GEOSC 201) (1)

A three or four day field trip on island of Hawaii. A survey of Hawaiian volcanic processes is illustrated by trips to Kilauea, Mauna Kea and Hualalai volcanoes. Students are responsible for air and ground transportation, meals and lodging. Date of field trip to be arranged.

Prerequisite: Completion of GG 200 (or concurrent registration), GG 102, SCI 123 or permission of instructor.

Meets AA degree Science requirements.

HAW 101 Elementary Hawaiian I (4)

An elementary course in understanding, speaking, reading and writing Hawaiian. Offered Fall term only.

Meets AA degree Communication requirements.

HAW 102 Elementary Hawaiian II (4)

Continuation of HAW 101. Offered Spring term only.

Prerequisite: HAW 101.

Meets AA degree Communication requirements.

HAW 201 Intermediate Hawaiian I (4)

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

Prerequisite: HAW 102.

Meets AA degree Communication requirements.

HAW 202 Intermediate Hawaiian II (4)

Continuation of HAW 201. Offered Spring term only.

Prerequisite: HAW 201.

Meets AA degree Communication requirements.

HAWNA 024* Hawaiian Arts and Culture (3)
(formerly HAWN 155/055)

A survey of the primary art forms developed in early Hawaii including music, dances, games, language/literature, in traditional and more contemporary forms. Course content similar to Hawaiiana 231. Assignments and expected levels of achievement vary in meeting objectives of the course.

Meets AA degree Humanities requirements.

HAWNA 231 Hawaiian Culture (3)
(formerly HAWN 155/055)

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.

NOTE: HAWNA 024/231 may be offered as a "piggyback" course. Students may opt to take the course at the non-college transfer level (HAWNA 024) or at the college transfer level (HAWNA 231). Assignments and expected levels of achievement will vary depending on the level.

HPE 101 Physical Fitness (1)

Designed to improve physical fitness levels through an intensive program of physical activity. Tests of initial fitness level and progress will be administered throughout the course.

Prerequisite: Physical Examination required.

Meets AA degree Humanities requirements.

HPE 103 Swimming: Beginning (1)

First level course in swimming. Instruction in floating, breath control and general adjustment to the water; correct arm action and leg kick of basic strokes.

Prerequisites: Physical Examination and appropriate swimming apparel required by the first day of class.

Meets AA degree Humanities requirements.

HPE 104 Swimming: Intermediate (1)

Second level course. Focus on perfecting basic strokes with added emphasis on swimming for distance. Basic safety skills and survival techniques taught.

Prerequisite: Physical Examination required. Ability to swim 25 yards continuously. Appropriate swimming apparel required by the first day of class.

Meets AA degree Humanities requirements.



HPE 107 Tennis: Beginning (1)

Designed to acquaint the student with the basic rules and etiquette of tennis; forehand and backhand strokes, serving, volleying, singles and doubles play.

Meets AA degree Humanities requirements.

HPE 108 Tennis: Advanced (1)

Second level course, designed to perfect basic strokes, chops, volley and lobs. Physical conditioning and court strategy for singles and doubles play.

Prerequisite: HPE 107/or ability to demonstrate mastery of the basic skills and techniques described in HPE 107.

Meets AA degree Humanities requirements.

HPE 110 Golf: Beginning (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.

HPE 124 Dances of Hawaii (1)

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

Meets AA degree Humanities 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 or Consent of Instructor.

Meets AA degree Humanities 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.

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.

HPE 174 Senior Lifesaving (formerly HPE 170) (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 person in the event of emergencies. Covers escapes, releases, carries, etc. This course meets the requirements of the Red Cross Advanced Lifesaving Certificate.

Prerequisites: Ability to swim 440 yards continuously. Physical examination and appropriate swimming apparel required by the first day of class.

Meets AA degree Humanities requirements.

HIST 151 World Civilization I (3)

A survey course focusing on significant historical events and patterns of development in world civilizations from the prehistoric period to the 1500's.

Meets AA degree Humanities requirements.

HIST 152 World Civilization II (3)

A survey course focusing on the historical development of selected areas of the world from the 16th century to the present. Emphasis placed on analysis of the impact of industrialization, East-West interaction and the rise of nationalism.

Meets AA degree Humanities requirements.

HIST 224 History of Hawaii I (formerly HIST 157) (3)

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

Meets AA degree Humanities requirements.

HIST 225 History of Hawaii II (formerly HIST 158) (3)

Introductory course focusing on major changes that have occurred in Hawaii due to annexation, World War II and statehood. Emphasis on political, social, economic and cultural perspectives past and present.

Meets AA degree Humanities requirements.

HIST 241 Civilizations of Asia 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 to the 1500's.

Meets AA degree Humanities requirements.

HIST 242 Civilizations of Asia II (3)

A survey course focusing on the changes/development of the major civilizations of East Asia, South/Southeast Asia from the Fifteenth Century to the present. Particular emphasis placed on an analysis of representative Asian societies, the Asian response to the West and Asian nationalism.

Meets AA degree Humanities requirements.

HIST 281 Introduction to American History I (3)

An introduction to American history covering significant events in U.S. history from the colonial to Civil War period.

Meets AA degree Humanities requirements.

HIST 282 Introduction to American History II (3)

Continuation of HIST 281 focusing on significant events in American history from Reconstruction (1865) to the present.

Meets AA degree Humanities requirements.

JPNSE 101 Elementary Japanese I (4)

An elementary course in Japanese covering rules of grammar, building a vocabulary sufficient to enable reading of selected materials and engaging in conversation at an elementary level. Provides for recognition and writing of ideographic characters. Offered Fall term only.

Meets AA degree Communication requirements.

JPNSE 102 Elementary Japanese II (4)

Continuation of JPNSE 101. Offered Spring term only.

Prerequisite: JPNSE 101.

Meets AA degree Communication requirements.

JPNSE 201 Intermediate Japanese I (4)

Continuation of JPNSE 102 with emphasis on increasing proficiency in use of major sentence patterns in reading, writing and conversation. Offered Fall term only.

Prerequisite: JPNSE 102.

Meets AA degree Communication requirements.

JPNSE 202 Intermediate Japanese II (4)

Continuation of JPNSE 201. Offered Spring term only.

Prerequisite: JPNSE 201.

Meets AA degree Communication requirements.

JOURN 205 Newswriting (3)

An introductory course in newswriting, reporting and journalistic ethics.

Prerequisite: ENG 100 or equivalent and reasonable ability in typing.

Meets AA degree Communication requirements.

JOURN 206 News Editing (formerly JOURN 199B) (3)

An introductory course in basic techniques and principles of news editing, headline writing and publications make-up. Participation in the production of the student newspaper is a requirement.

Prerequisite: JOURN 205 or consent of the instructor.

Meets AA degree Communication requirements.

LSK 030* College Study Skills (formerly IS 021) (3)

The purpose of this course is to assist the student in having a positive college experience. It is designed to deal with beliefs, habit patterns, and study skills that relate to the student's educational achievement.

LING 102 Introduction to the Study of Language (3)

An introductory course designed to give the student an appreciation for the organization and universal tendencies of language which underlie the seeming diversity in human languages. Data from many different languages will be examined and various language patterns will be discovered. Topics include language origins, phonetics, phonology, morphology, semantics, historical linguistics and language diversity.

Meets AA degree Communication requirements.

MATH 001* Basic Math (4)

Designed to prepare the student for everyday living by building competence in, and understanding of, the fundamental numerical processes involving whole numbers, fractions, decimals, percentage, measurements, time, problem solving and simple algebraic expressions and equations.

MATH 025* Elementary Algebra (4)

Introduces the basic structure of algebra. Topics studied are number systems, properties of the real numbers, first degree equations in one and two variables, polynomials, systems of linear equations and inequalities, exponents and radicals, quadratic functions and equations. Approximately equivalent to first year high school algebra.

Prerequisite: Competency at the MATH 001 level.

May be applied to meet AA degree Quantitative Reasoning requirements.

MATH 027* Intermediate Algebra (formerly MATH 026) (4)

Builds upon and extends concepts and skills studied in MATH 025. New topics include: systems of equations and inequalities of higher order, complex numbers, exponential and logarithmic functions. Emphasis is placed on providing the student with a functional understanding of algebraic principles. Approximately equivalent to second year high school algebra.

Prerequisite: Competency at the MATH 025 level.

May be applied to meet AA degree Quantitative Reasoning requirements.

ESTRELLA SYBINSKY Instructor, Ethnic Studies, Political Science
M.A., University of Hawaii
B.A., University of San Carlos

PEARL TAKEUCHI Instructor, Chemistry
M.S., University of Wisconsin
B.A., University of Buffalo

SANDRA TOPORCER Financial Aids Officer, Academic Advisor
B.A., California State College

EMI TROEGER Instructor, Business-Clerical
M.Ed., University of Hawaii
B.Ed., University of Hawaii

AILEEN TSUJI Instructor, Reading, Learning Skills
M.Ed., University of Illinois
B.A., University of Hawaii

SIONE ULUAVE Instructor, Mathematics
M.A., Brigham Young University
B.S., The Church College of Hawaii

GWENDOLYN WAHILANI . Instructor, Hawaiian, Hawaiiiana, Ethnic Studies
M.Ed., University of Hawaii
B.A., University of Hawaii, Hilo

CHARLES WHITTEN Counselor, Academic Advisor
M.Div., Southwestern Seminary, Texas
M.A., Baylor University, Texas
B.A., Baylor University, Texas

ELIZABETH WICHMANN Instructor, Drama
M.A., University of Hawaii
B.A., University of Iowa

GAILYNN WILLIAMSON Instructor, Philosophy, Logic
M.A., University of Hawaii
B.A., Wheaton College

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

JOAN YAMAMOTO Bookstore Manager

CRAIG G. H. YIM Fiscal Officer
M.A., University of Hawaii
B.S.C., St. Louis University, Missouri

MATH 202 Probability and Statistics (4)

Provides a variety of analytical implements to make decisions under uncertainty. Topics include: descriptive statistics, probability and probability distributions, and inferential statistics. Applications in business, science and social science are featured.

Prerequisite: Competency at the MATH 120 level.
Meets AA degree Quantitative Reasoning requirements.

MATH 205 Calculus I (4)

Basic mathematical concepts, topics in indifferentiation, and introductory integration of algebraic and trigonometric functions. Applications of differentiation and integration will be demonstrated.

Prerequisite: competency at the MATH 120 and MATH 125 levels.
Meets AA degree Math/Quantitative Reasoning requirements.

MATH 206 Calculus II (4)

Differentiation and integration concepts of trigonometric, exponential, logarithmic and hyperbolic functions. Integration implements, infinite series, and applications of derivatives and integrals are also featured.

Prerequisite: Competency at the MATH 205 level.
Meets AA degree Math/Quantitative Reasoning requirements.

MUS 102 College Chorus (1)

Performance of traditional and contemporary choral literature. Previous choral experience not required.

Meets AA degree Humanities requirement; may meet Elective requirements.

MUS 121B Beginning Ukulele (formerly MUS 129D) (1)

An introductory course in ukulele playing focusing on vamps, chords and the reading of music. Students will learn to pick selected tunes from musical notation and tablature.

The course is intended for the student who has little or no experience in ukulele playing.

Meets AA degree Humanities requirements.

MUS 121C Beginning Classical Guitar (formerly MUS 129B) (1)

Introductory course in guitar playing. Students will learn chords, strumming techniques and to read music. This course is designed for students with little or no experience in playing a guitar.

Meets AA degree Humanities requirements.

MUS 121F Beginning Slack Key Guitar (formerly MUS 129C) (1)

Introductory course in slack key guitar. Students will learn to play in the Taro Patch and Namakelua tunings.

This course is intended for students with little or no experience in this style of guitar playing. Ability to read music is not required.

Meets AA degree Humanities requirements.

MUS 122C Intermediate Guitar (formerly MUS 130B) (1)

An intermediate course in guitar playing focusing on reading music in different key signatures as well as time signatures. Students will learn to play in one tuning other than the standard tuning.

Prerequisite: MUS 121C or consent of instructor.

Meets AA degree Humanities requirements.

MUS 122F Intermediate Slack Key Guitar (formerly MUS 130C) (1)

Intermediate course in slack key guitar. Student will learn to modulate and play solos in C tunings and advanced solos in the tunings learned in the elementary class.

Prerequisite: MUS 121F or the consent of the instructor.

Meets AA degree Humanities requirements.

MUS 160 Introduction to Music Literature (3)

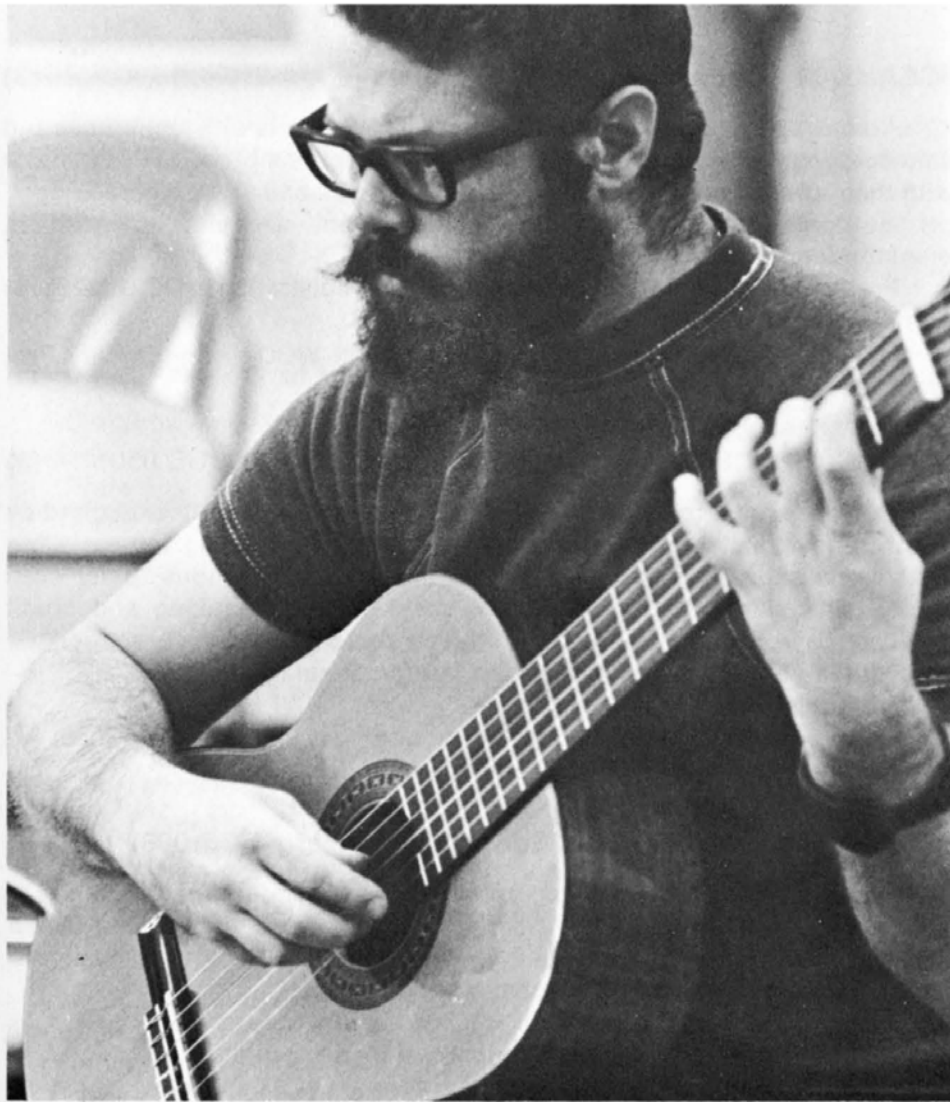
Elements, styles and forms of music, from the listener's point of view. A music appreciation course. Concert attendance is required for 3 events during the semester.

Meets AA degree Humanities requirements.

MUS 170 Music in World Cultures (3)

Music as organized sound and as a cultural object. Role of music in various societies-ancient and modern, sophisticated and non-sophisticated, child and adult, Western and non-Western. Representative styles and regional characteristics viewed in terms of musical characteristics and related cultural factors; a conceptual introduction to music and culture. Attendance of one ethnic performance is required.

Meets AA degree Humanities requirements.



MUS 180 Fundamentals of Western Music (3)

Fundamental concepts in organization of music as expressive medium in Western culture. Roles of composer, performer and listener will be explored. Notation as mode of communication.

Meets AA degree 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. Meets WCC Marine Options Program requirements.

OCEAN 209 Oceanographic Techniques (3)

A lab-practical course designed to acquaint students with techniques and concepts required for determination of the interactions of marine organisms with their environment. Methods used to determine salinity, oxygen content, pH, nutrient content, current velocity, sediment size and composition, plankton identification, etc., will be emphasized.

Prerequisites: Completion of, or concurrent registration in OCEAN 201; or permission of the instructor.

Meets AA degree Science requirements. Meets WCC Marine Options Program requirements.

OFPRO 040* Clerical Office Procedures (formerly BUS 050) (3)

Provides students with a knowledge of general office duties required by most clerical positions. Topics covered include forms and letters, filing systems, postal and shipping services, financial transactions (petty cash funds, bank statement reconciliation, check-writing), banking and credit services, payroll computations. (Additional topics include job application procedures, telephone techniques and interpersonal relations.)

Prerequisite: TYPW 020 or speed of at least 35 WPM.

Required for Business-Clerical Certificate. May be applied to meet AA degree requirements at WCC as Applied Science course.

OFPRO 093V* Cooperative Education (formerly BUS 093) (1-4)

A work-study course providing opportunities to reinforce skills learned in business classes by applying them in an actual job situation. Related instruction seminars are provided, as appropriate. Check with business-clerical instructors regarding placement possibilities.

Prerequisite: TYPW 020 and OFPRO 040 or equivalent.

Recommended for Business-Clerical majors on certificate program. May be applied to meet AA degree requirements at WCC as an Applied Science course.

PHIL 100 Introduction to Philosophy (3)

This course consists of an examination of what philosophy is, the different branches of philosophy such as ethics, metaphysics, epistemology and some of the contributions of more prominent philosophers. Examples of issues to be covered are: the meaning of life, the free will controversy and does God exist?

Meets AA degree Humanities requirements.

PHIL 120 Introduction to Asian Philosophy (formerly PHIL 110) (3)

Introductory course in selected schools of Asian thought. Includes a survey of differences as well as similarities in values of the Asian mode of thought contrasted with Western thought.

Prerequisite: PHIL 100 is recommended but not required.

Meets AA degree 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 the instructor.

Meets AA degree 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.

PHIL 210 Introduction to Logic (3)

A course in logic covering: principles, systems, functions and applications of logic. Problem solving, analysis of situations/statements emphasized.

Meets AA degree Social Science requirements.

POLSC 024* Introduction to Hawaiian Politics (3)
(formerly POLSC 247/047)

An introduction to primary issues and controversies in Hawaiian politics. Topics may include structures and functions of Hawaii's governments, survey of contemporary issues in the environment, economy, development, lifestyles and other public policy areas.

Meets AA degree Social Science requirements.

NOTE: POLSC 024/180 may be offered as a "piggyback" course. Students may opt to take the course at the non-college transfer level (POLSC 024) or at the college transfer level (POLSC 180). Assignments and expected levels of achievement will vary depending on the level.

POLSC 110 Introduction to Political Science (3)

Introduction to the nature and development of political science, its scope and methods; including research techniques and exercises in political analysis. Topics may include the nature, origin and justification of the state, organization, powers and functions of government in relation to contemporary problems and controversies. Development of abilities to better understand and critically evaluate political issues will be stressed.

Meets AA degree Social Science requirements; may meet UHM Social Science requirements.

POLSC 180 Introduction to Hawaiian Politics (3)
(formerly POLSC 247/047)

An introduction to primary issues and controversies in Hawaiian politics. Topics may include structures and functions of Hawaii's governments, survey of contemporary issues in the environment, economy, development, lifestyles and other public policy areas.

Meets AA degree Social Science requirements.

POLSC 220 Introduction to World Politics (3)

An introductory course to international relations with emphasis on concepts and theories including power, nationalism, sovereignty, imperialism, theories of war and peace. Other topics may include analysis of the conduct and control of American foreign policy as illustrated by the main trends and crisis since the Second World War.

Meets AA degree Social Science requirements.

POLSC 230 Introduction to American Politics (3)

Introduction to the underlying principles, basic ideas and ideals of American politics, and the structure and powers of the American national government. Survey of current U.S. Constitutional law of interest to the informed citizen, including equal protection of the laws, freedom of speech and press, criminal justice. Special emphasis will be placed on the decision-making process and the consequences of major policy decisions.

Meets AA degree Social Science requirements.

PSY 100 Survey of Psychology (3)

An introductory course with emphasis on principles of human behavior. Topics covered include motivation, learning, perception, emotion, development, personality, problem solving and thinking, group processes, methods of inquiry.

Meets AA degree Social Science requirements.

PSY 110 Psychology of Adjustment (3)

A course designed to help the student understand principles of growth and adjustment. Topics covered include basic needs, dynamics of stress and anxiety, patterns of adjustment as well as concepts of mental health and self-actualization.

Meets AA degree Social Science 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.

Field trips required.

Meets AA degree 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 human existence and the contributions of more contemporary religious movements in response to this question. Emphasis is placed in helping the student analyze his/her own beliefs and feelings with respect to this question of existence.

Meets AA degree 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.

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 UHM credit for both SCI 121 and SCI 123.

Meets AA degree Science requirements.

SCI 123 Introduction to Science: Hawaiian Perspectives (4)

Introduction to the conceptual framework of science, methodologies employed, 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 UHM credit for both SCI 121 and SCI 123.

Meets AA degree Science requirements.

SCI 124 Technology, Ecology and Man (4)

A study of human ecology through the analysis of the interrelationships between science and technology, the means these provide for manipulation of environment and the effects of this manipulation on the environment and on human populations.

This is a lecture/field trip course.

Meets AA degree Science requirements.

SHTHD 021* Beginning Theory/Dictation (3)

Designed to provide basic shorthand alphabet and rules of taking dictation. Exercises in dictation are offered. Minimum achievement level for the course is 40 wpm in dictation and 15 wpm in transcription.

Prerequisite: TYPW 020 or typing speed of 35 wpm.

Required for Business-Clerical (Stenography) Certificate. May be applied to meet AA degree requirements at WCC as Applied Science course.

SHTHD 030* Intermediate Shorthand (formerly SHTHD 022) (3)

Designed to complete basic theory, increase dictation skills and maintain transcription skills. The minimum achievement level is 60 wpm in dictation and 15 in transcription.

Prerequisite: TYPW 020 or typing speed of 35 wpm, SHTHD 021 or shorthand writing rate of 40 wpm.

Required for Business-Clerical (Stenography) Certificate. May be applied to meet AA degree requirements at WCC as Applied Science course.

SHTHD 040* Advanced Shorthand (3)

Designed to provide speed building in dictation and transcription, minimum achievement level at 80 wpm in dictation and transcribe at the typewriter at a minimum of 20 wpm.

Prerequisite: TYPW 020 or typing speed of 35 wpm or more. SHTHD 030 or shorthand writing rate of at least 60 wpm.

Required for Business-Clerical (Stenography) Certificate. May be applied to meet AA degree requirements at WCC as Applied Science course.

NOTE: *SHTHD 030/040 is a "piggyback" course in which a student may opt to work toward the achievement of SHTHD 030 or 040 within a lab setting using individualized and self-instructional materials.*

SSCI 101 Self-Development (formerly IS 100) (3)

Designed to assist the student in recognizing, accepting and developing his/her own potential as an individual, and to assist him/her in relating to others. Learning methods emphasize group discussion and interaction and class attendance is required.

Meets AA degree Social Science requirements.

SSCI 120 Hawaii's People (formerly ES 104) (3)

Designed to help students understand themselves and their ethnic identity especially as it affects or is affected by other ethnicities. The course is not an indepth, detailed study of all ethnic groups in Hawaii, rather it attempts to cover aspects deemed essential to an understanding of ethnic awareness. Discussion revolves around Hawaii's history and the resulting interaction of ethnic groups. Problems of prejudice and discrimination will be discussed.

Meets AA degree Social Science requirements.

SSCI 110 Introduction to Social Sciences (formerly IS 101) (3)

Designed to introduce the elements shared in common and selected features distinguishing the social sciences in terms of points of emphasis and study and analytic methodology employed.

Meets AA degree Social Science requirements.

SSCI 130 Human Sexuality (formerly SOCSC 121) (3)

A psychological/social introductory course focusing on the various aspects of human sexual expression in our culture. Sex roles, behaviors and male/female interrelationships will be discussed.

Meets AA degree Social Science requirements.

SSCI 220 Japanese-American Studies (formerly ES 200) (3)

Analysis and examination of Issei roots in Japan, role and conditions of life of Japanese in Hawaii during the 19th Century, WW II and the contemporary scene. Other topics covered include inter-ethnic relations, changing family relations, ethnic identity and values, culture and sex roles and dating.

Meets AA degree Social Science requirements.

SSCI 225 Filipino-American Studies (formerly ES 202) (3)

Analysis and examination of the Filipino experience in Hawaii and in the Philippines. Provides students with a comprehensive understanding of Filipinos in Hawaii focusing on the status of Filipinos in Hawaii and the reasons for immigration. The historical, political, economic, sociological aspects, past and present, will be explored.

Meets AA degree Social Science requirements.

SSCI 230 Culture and Society of the Hawaiian People (3)
(formerly ES 221)

Analysis and examination of political, social and economic development of the Hawaiians in Hawaii and the contemporary scene. Particular emphasis placed on problems related to land ownership, housing, education, employment and leadership.

Meets AA degree Social Science requirements.

SOC 100 Survey of General Sociology (3)

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

Meets AA degree 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: One Social Science course or varied experiences in society as background.

Meets AA degree Social Science requirements.

SOC 220 Marriage and the Family (formerly SOC 251) (3)

Study of the social interaction processes of marriage and family emphasizing current research findings, interaction theory and evident patterns and changes. The theoretical and empirical bases are related to the students' experiences and observations. Students have opportunities to explore available resources and agencies of the field and to do research projects on selected topics.

Meets AA degree Social Science requirements.

SP 251 Principles of Effective Speaking (3)

Adaptation of rhetorical theory to particular speakers, audiences, and occasions. Extensive practice in planning and delivering speeches.

Meets AA degree Social Science requirements.



TYPW 020* Beginning Typing (formerly TYPW 020 B/C) (3)

First level typing course. Topics covered are: parts/functions of typewriters, personal/business letter formats, manuscripts, and typing formats. Supervised practice aimed at developing speed levels of accuracy and a minimum level of 35 wpm.

TYPW 020 meets Business-Clerical (Stenography & Typing) program requirements. May be applied to meet AA degree requirements at WCC as Applied Science course.

TYPW 030* Intermediate Typewriting (formerly TYPW 021) (3)

TYPW 030 is a second level course requiring minimum achievement level of 45 wpm, ability to type letters in specified formats, tabulated materials, manuscripts and business forms.

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

TYPW 035* Machine Transcription (formerly TYPW 035-B) (3)

Transcription of voice-recorded dictation at the typewriter using belt-type (Dictaphone) and cassette-type machines. Emphasis is on accurate transcription at a rate of one-half that of student's typing word-per-minute rate. Students achieving 125 net lines per hour objective with high accuracy rate will be awarded Dictaphone Operator Certificate.

Prerequisite: TYPW 030 or typing speed of 40 wpm.

Required for Stenography and Typing program majors. May be applied to meet AA degree requirements at WCC as Applied Science course.

TYPW 040* Advanced Typewriting (formerly TYPW 022) (3)

TYPW 040 is the third level course requiring minimum achievement level of 55 wpm, ability to type legal documents, 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 as Applied Science course.

NOTE: TYPW 030/040 is a "piggyback" course. Self-instructional materials are utilized and the student can work to meet TYPW 030/040 objectives at his/her own pace.

TYPW 051* Operation of the Memory Automatic Typewriter (1)
(formerly TYPW 040)

Operation of the memory automatic typewriter. Provides practice in production of materials to develop skills. Production segment of course utilizes self-paced, individualized mode of instruction in a lab setting.

Prerequisite: TYPW 030 or typing speed of 40 wpm.

Recommended for Business-Clerical majors on certificate programs. May be applied to meet AA degree requirements as Applied Science course.

ZOOL 101 Principles of Zoology (4)

Introduction to zoology. Topics include living animals, physiology, development, reproduction, evolution, habits, ecology and relationships to other living organisms in the environment. Lab work required.

Meets AA degree Science requirements.

ZOOL 107 Identification of Hawaiian Fishes (3)

Identification of the major groups of fishes in Hawaii with emphasis on shore fishes. Topics include adaptation, behavior and fishing methods.

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

Prerequisite: Ability to swim recommended.

Meets AA degree Science requirements; meets WCC Marine Options Program requirement.

ZOOL 200 Marine Biology (formerly BIO 160) (3)

Introduction to the study of the structure and function of marine environments. Particular attention to the Hawaiian biotic reef environment, its floral and fauna and the relationships between the components of the ecosystem. Pollution, mariculture, and other utilizations of marine resources.

Prerequisite: Ability to swim recommended.

Meets AA degree Science requirements; meets requirements for WCC Marine Options Program.

Staff

Board of Regents of the University of Hawaii

Kiyoshi Sasaki, <i>Chairperson</i>	Scott Leithead
Ruth Oshiro, <i>Vice-Chairperson</i>	Harriet Mizuguchi
Carl Carlson, Jr.	Bradley J. Mossman
Anna Chung	Ambrose Rosehill
Albert Felix	Tom T. Shibano
Wallace S. Fujiyama	Roy Y. Takeyama, <i>Secretary</i>

Central Administration: The University of Hawaii

Fujio Matsuda	President
Durward Long	Vice President for Academic Affairs
Harold S. Masumoto	Director of Administration
Kenji Sumida	Director of Finance

Office of the Chancellor for Community Colleges

Walter P. S. Chun	Director of Special Programs and Administrative Services
-------------------	-------------------------------------------------------------

Windward Community College: Administration

LeRoy J. King	Provost
Melvyn K. Sakaguchi	Dean for Educational Services
Norma S. Higa	Assistant Dean for Instruction
Gerald St. James	Assistant Dean for Instruction
Keiji Kukino	Director for Administrative Services

Windward Community College: Staff and Faculty

JOY BURNS	Registrar
M.A., Columbia University	
B.A., Vassar College	
MITSUE COOK	Instructor, English-expository writing
M.A., California State University	
B.A., California State University	
CAROL CRAIG	Instructor, Accounting, Business-Clerical
M.B.A., University of Hawaii	
B. A., University of Hawaii	

- KATHLEEN DAMON Instructor, English-expository writing,
Interdisciplinary Studies, Literature
M.A., University of Iowa
B.S., University of Wisconsin
- ROBERT deLOACH Instructor, Anthropology, Sociology
M.A., University of Hawaii
M.S., Florida State University
B.S., Florida State University
- DIANA DELUCA Instructor, English-expository writing, Literature
M.A., University of Hawaii
B.A., University of Hawaii
- DAVID DENISON Instructor, Anthropology, Interdisciplinary Studies
Fifth Year Teaching Certificate, University of Hawaii
M.A., University of Arizona
B.A., Southern Illinois University
- ROY FUJIMOTO Instructor, Political Science
M.A., University of Hawaii
B.A., University of Santa Clara
- DAVID FURUTO Instructor, Mathematics, Logic
Teaching Certificate, The Church College of Hawaii
M.S., University of Illinois
B.S., The Church College of Hawaii
- MIKE GROSS Instructor, Reading, Learning Skills, Psychology
PhD., University of Hawaii
M.A., Columbia University
A.B., University of Michigan
- PETER GUAY Instructor, Reading, Learning Skills
PhD., University of Hawaii
M.A., University of Hawaii
B.A., University of New Hampshire
- JANET HARADA Instructor, Sociology, Interdisciplinary Studies
M.A., University of California, Santa Barbara
B.A., University of Michigan
- JEAN HENNA Instructor, Japanese
M.A., Sophia University
B.A., University of Hawaii
- HELEN HEW-LEN Instructor, Business-Clerical, HPE
M.Ed., University of Hawaii
B.A., The Church College of Hawaii

- ROBERT HICKS** Instructor, Communication, Speech
M.A., University of Hawaii
M.A., University of Michigan
B.S., Michigan State University
- NORMA HIGA** Assistant Dean for Instruction
M.S.T., University of Missouri
Fifth Year Diploma, University of Hawaii
B.Ed., University of Hawaii
- JEFFREY HUNT** Instructor, Botany, Agriculture, Psychology
M.S., Whittier College
Fifth Year Teaching Certificate, Whittier College
B.A., Whittier College
- MARYANNE INOUYE** Instructor, History
M.Ed., University of Hawaii
M.A., University of Hawaii
A.B., Occidental College
- NEAL JOSEPH** Counselor Academic Advisor
M.Ed., University of Hawaii (Ed. Foundation)
M.Ed., University of Hawaii (Curriculum & Ins.)
B.Ed., University of Hawaii
- HIROSHI KATO** Instructor, Biology, General Science, HPE
M.S., University of Hawaii
M.Ed., University of Hawaii
B.A., Sacramento State College
- LEROY J. KING** Provost
M.Ed., University of Hawaii
B.Ed., University of Nebraska
- PAUL KODAMA** Instructor, Art-Photography
M.Ed., University of Hawaii
B.Ed., University of Hawaii
- LEROY LEHANO** Instructor, Art-Ceramics
B.A., The Church College of Hawaii
- RONALD LOO** Instructor, Philosophy, Music
M.A., University of Hawaii
B.A., University of Hawaii
- HELEN McARDLE** Instructor, HPE
M.S., University of Pennsylvania
B.S., New York University
- JACQUELINE MALY** Instructor, Biology, General Science
M.A., De Paul University
B.A., University of Chicago

- JEAN MINAMI Instructor, English-expository writing, Literature
M.A., University of Washington
Fifth Year Teaching Certificate, University of Hawaii
B.A., University of Hawaii
- GLORIA MOORE Instructor, Music
M.M., University of Hawaii
B.A., University of Oklahoma
- MALIE MOSSMAN Counselor, Academic Advisor
M.Ed., University of Hawaii
B.A., Central Washington State College
- OTOME M. MYERS Instructor, Psychology
M.S., Columbia University
M.A., University of Chicago
School of Social Work Certificate, University of Hawaii
B.A., University of Hawaii
- JANICE NUCKOLS Instructor, History
M.A., University of Hawaii
B.A., Marietta College
- DAVID PALMER Media Specialist
M.Ed., University of Hawaii
B.S.E.E., Southern Methodist University, Dallas
- NANCY PANG Librarian
M.L.S., University of Hawaii
B.A., University of Hawaii
- KENT ROBERTSON Instructor, Religion
M.Div., San Francisco, Theological Seminary
B.A., University of Colorado
- GERALD ST. JAMES Assistant Dean for Instruction
M.A., Northern Arizona University
General Secondary Teaching Credential, University of California,
Riverside
B.S., Eastern Michigan University
- MELVYN K. SAKAGUCHI Dean for Educational Services
Ed. D., University of Florida
B.A., University of Hawaii
- GARY STICE Instructor, Geoscience, Oceanography
PhD., University of Hawaii
B.S., Stanford University
- OPAL STONEMAN Instructor, Business-Clerical
M.S.Ed., University of Southern California
B.S., University of Southern California

ESTRELLA SYBINSKY Instructor, Ethnic Studies, Political Science
M.A., University of Hawaii
B.A., University of San Carlos

PEARL TAKEUCHI Instructor, Chemistry
M.S., University of Wisconsin
B.A., University of Buffalo

SANDRA TOPORCER Financial Aids Officer, Academic Advisor
B.A., California State College

EMI TROEGER Instructor, Business-Clerical
M.Ed., University of Hawaii
B.Ed., University of Hawaii

AILEEN TSUJI Instructor, Reading, Learning Skills
M.Ed., University of Illinois
B.A., University of Hawaii

SIONE ULUAVE Instructor, Mathematics
M.A., Brigham Young University
B.S., The Church College of Hawaii

GWENDOLYN WAHILANI . Instructor, Hawaiian, Hawaiiiana, Ethnic Studies
M.Ed., University of Hawaii
B.A., University of Hawaii, Hilo

CHARLES WHITTEN Counselor, Academic Advisor
M.Div., Southwestern Seminary, Texas
M.A., Baylor University, Texas
B.A., Baylor University, Texas

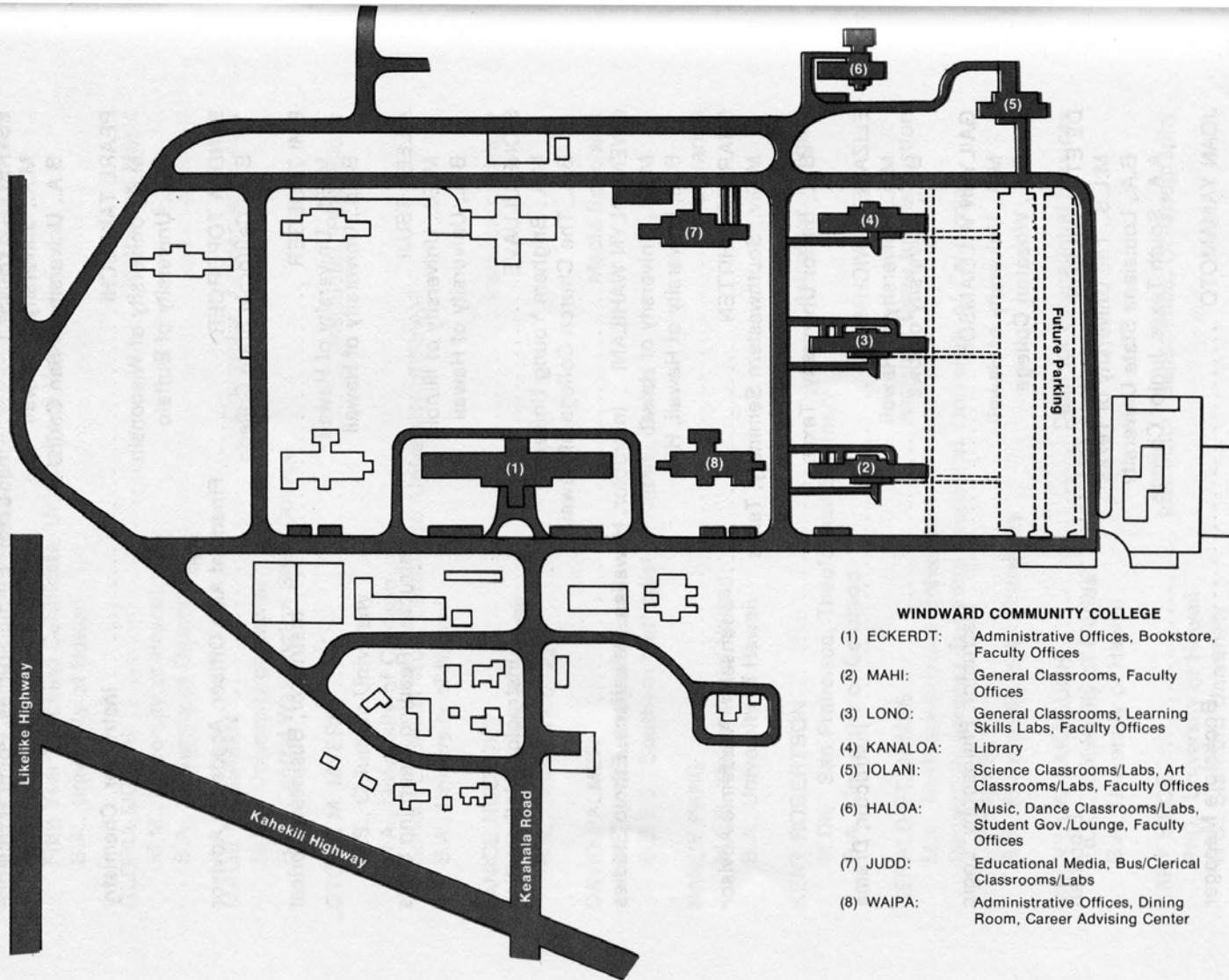
ELIZABETH WICHMANN Instructor, Drama
M.A., University of Hawaii
B.A., University of Iowa

GAILYNN WILLIAMSON Instructor, Philosophy, Logic
M.A., University of Hawaii
B.A., Wheaton College

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

JOAN YAMAMOTO Bookstore Manager

CRAIG G. H. YIM Fiscal Officer
M.A., University of Hawaii
B.S.C., St. Louis University, Missouri



WINDWARD COMMUNITY COLLEGE

- (1) ECKERDT: Administrative Offices, Bookstore, Faculty Offices
- (2) MAHI: General Classrooms, Faculty Offices
- (3) LONO: General Classrooms, Learning Skills Labs, Faculty Offices
- (4) KANALOA: Library
- (5) IOLANI: Science Classrooms/Labs, Art Classrooms/Labs, Faculty Offices
- (6) HALOA: Music, Dance Classrooms/Labs, Student Gov./Lounge, Faculty Offices
- (7) JUDD: Educational Media, Bus/Clerical Classrooms/Labs
- (8) WAIPA: Administrative Offices, Dining Room, Career Advising Center

Windward Community College
45-720 Kaaahala Road
Kapaeha, Hawaii 96744

Telephone: 835-8077

