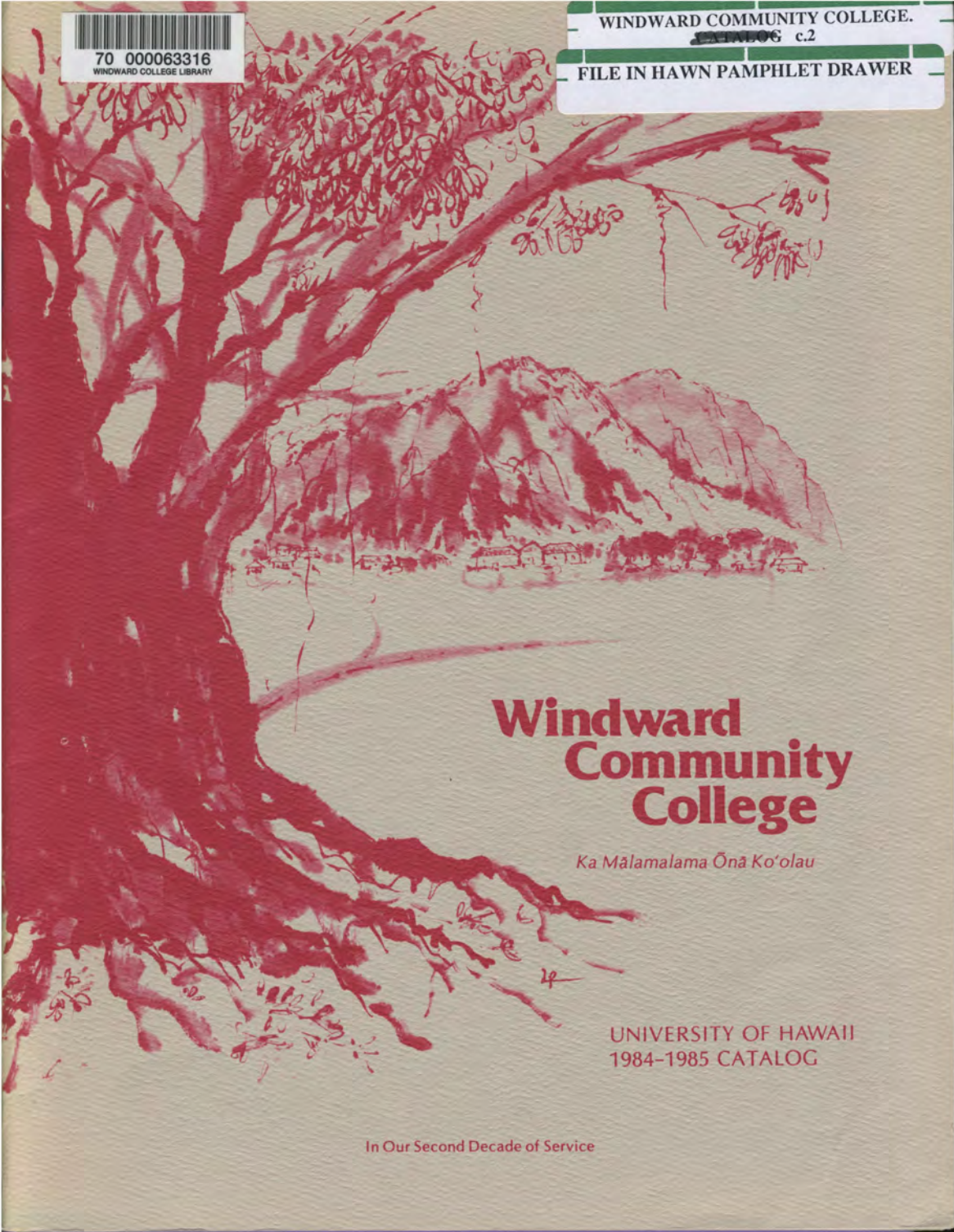


WINDWARD COMMUNITY COLLEGE.
CATALOG c.2
FILE IN HAWN PAMPHLET DRAWER



Windward Community College

Ka Mālamalama Ōnā Ko'olau

UNIVERSITY OF HAWAII
1984-1985 CATALOG

In Our Second Decade of Service

Windward Community College



Windward Community College
45-720 Keaahala Road
Kaneohe, Hawaii 96744

Telephone (808) 235-0077

Cover: Larry Prado
Layout: Jeffrey Hunt, Snowden Hodges
Photo Credits: Sharon D'Arcy, Rusty Cades, Gary
Hashimoto, Susan McGrath, Stan Oshiro, Larry
Prado, Libby Young
Cartoons: Corky Trinidad
Map Illustration: Michael Tamaru
Editing: Jeffrey Hunt, Bea Kuwana, Diana DeLuca
Typesetting: University of Hawaii Press
Printing: Hawaii Hochi

UNIVERSITY OF HAWAII 1984-1985 CATALOG

This catalog provides general information about Windward Community College, its programs and services, and summarizes those major policies and procedures of relevance to the student. The information contained in this catalog is not necessarily complete. For further information, students should consult with the appropriate unit. This catalog was prepared to provide information and does not constitute a contract. The College reserves the right to, without prior notice, change or delete, supplement or otherwise amend at any time the information, requirements, and policies contained in this catalog or other documents.

Academic Calendar — 1984 - 1985

1984 — FALL SEMESTER

August 10 (F) APPLICATION DEADLINE FOR REGULAR REGISTRATION
 August 15 (W) FACULTY DUTY PERIOD BEGINS
 August 16, 17, 20 (Th, F, M) Regular Registration
 August 21 (T) Holiday: Admission Day
 August 23 (Th) Formal Late Registration
 August 24–August 31 (F-F) Informal Late Registration

(First 8 weeks)

August 24 (F) FIRST DAY OF INSTRUCTION
 August 30 (Th) Last Day of Add Period
 August 31 (F) Last Day of Erase Period, (1st 8 week courses)
 September 3 (M) Holiday: Labor Day
 September 14 (F) Last Day of Erase Period, (16 week courses)
 September 28 (F) Last Day of Official Withdrawal, (1st 8 week courses)

October 8 (M) Holiday: Discoverers' Day
 October 17 (W) Last Day of Instruction (1st 8 week courses)
 October 19 (F) Exam Period, (1st 8 week courses)

(Second 8 weeks)

October 22 (M) FIRST DAY OF INSTRUCTION (2nd 8 week courses)
 October 29 (M) Last Day of Add Period, (2nd 8 week courses)
 October 29 (M) Last Day of Erase Period, (2nd 8 week courses)
 November 2 (F) LAST DAY OF OFFICIAL WITHDRAWAL, FALL SEMESTER (16 week courses)

November 6 (T) Holiday: Election Day
 November 12 (M) Holiday: Veterans' Day
 November 22–23 (Th-F) THANKSGIVING RECESS
 November 26 (M) Last Day of Official Withdrawal, (2nd 8 week courses)
 December 14 (F) Last Day of Instruction
 December 17–20 (M-Th) Exam Period, (16 week & 2nd 8 week courses)
 December 21 (F) Last Day to Make-up Incomplete Grade from Spring Semester
 December 21 (F) End of Fall Semester

1985 — SPRING SEMESTER

December 28, 1984 (F) APPLICATION DEADLINE FOR REGULAR REGISTRATION
 January 1 (T) Holiday: New Year's Day
 January 3, 4, 7 (Th, F, M) Regular Registration
 January 10 (Th) Formal Late Registration
 January 11–18 (F-F) Informal Late Registration

(First 8 weeks)

January 11 (F) FIRST DAY OF INSTRUCTION
 January 17 (Th) Last Day of Add Period, (16 week courses)
 January 18 (F) Last Day of Erase Period, (1st 8 week courses)
 February 1 (F) Last day of Erase Period, (16 week courses)
 February 15 (F) Last Day of Official Withdrawal, (1st 8 week courses)
 February 18 (M) Holiday: Presidents' Day
 March 4 (M) Last Day of Instruction (1st 8 week courses)
 March 6 (W) Exam Period, (1st 8 week courses)

(Second 8 weeks)

March 8 (F) FIRST DAY OF INSTRUCTION (2nd 8 week courses)
 March 15 (F) Last Day of Add Period, (2nd 8 week courses)
 March 15 (F) Last Day of Erase Period, (2nd 8 week courses)
 March 22 (F) LAST DAY OF OFFICIAL WITHDRAWAL, SPRING SEMESTER (16 week courses)
 March 25–29 (M-F) SPRING RECESS
 March 26 (T) Holiday: Prince Kuhio Day

August 1984							September 1984						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	4						1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

October 1984							November 1984						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1							1
2	3	4	5	6	7	8	2	3	4	5	6	7	8
9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	19	20	21	22
23	24	25	26	27	28	29	23	24	25	26	27	28	29
30	31						30						

December 1984							January 1985						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1							1
2	3	4	5	6	7	8	2	3	4	5	6	7	8
9	10	11	12	13	14	15	9	10	11	12	13	14	15
16	17	18	19	20	21	22	16	17	18	19	20	21	22
23	24	25	26	27	28	29	23	24	25	26	27	28	29
30	31						30	31					

February 1985							March 1985						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2							1
3	4	5	6	7	8	9	2	3	4	5	6	7	8
10	11	12	13	14	15	16	9	10	11	12	13	14	15
17	18	19	20	21	22	23	16	17	18	19	20	21	22
24	25	26	27	28			23	24	25	26	27	28	29
							30	31					

April 1985							May 1985						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2							1
3	4	5	6	7	8	9	2	3	4	5	6	7	8
10	11	12	13	14	15	16	9	10	11	12	13	14	15
17	18	19	20	21	22	23	16	17	18	19	20	21	22
24	25	26	27	28	29	30	23	24	25	26	27	28	29
							30						

☐ Academic Days of Significance

○ Holiday

April 5 (F) Holiday: Good Friday
 April 19 (F) Last Day of Official Withdrawal, (2nd 8 week courses)
 April 26 (F) Last Day to Apply to Participate in Commencement
 May 6 (M) Last Day of Instruction
 May 7–10 (T-F) Exam Period, (16 week & 2nd 8 week courses)
 May 12 (Sunday) Commencement
 May 13 (M) Last Day to Make-up Incomplete Grade from Fall Semester
 May 13 (M) End of Semester
 May 14 (T) FACULTY DUTY PERIOD ENDS

1985 — SUMMER SESSION

Dates to be determined.



Table of Contents

Academic Calendar - 1984-85	2
Welcome	4
General Information	5
Admission Information	6
Financial Information	7
Services to Students	9
Student Responsibilities	12
Academic Information	13
Instructional Programs	18
Course Descriptions	26
Transfer Information	51
Policies & Statements	52
Staff	58
Advisory Committees	61
Index	62
Campus Map	64

Ka Mālamalama Ōnā Ko'olau

The motto of the College identifies it as a place of enlightenment, a radiant place nestled in the Ko'olau.

A Word of Welcome



The faculty, students, and staff at Windward Community College are pleased that you have chosen to explore our College by reading the *Windward Community College Catalog, 1984-85*. You are certain to find that our instructional programs and services offer you a great many opportunities for personal growth and development. Our programs can also train you to develop technical skills necessary for finding employment. Finally, you can prepare yourself to transfer to a four year college, knowing you are saving money by paying our low tuition rate for your first two years of liberal arts education.

We are a friendly campus, nestled at the foot of the Koolau mountain range. Some of our students come to take only a course or two and learn a bit more about the world in which they live. Other students attend class after

working a full day in Honolulu. They want to upgrade their skills in order to be promoted to better jobs. Still other students spend the better part of each day with us, completing liberal arts courses in order to earn an A.A. degree; after two years or so with us, they are able to transfer to a four year college or university. You set your own pace; we help you to decide how fast and far to go.

If you should decide to enroll at Windward Community College, you will find a qualified and very dedicated faculty, academic advisors, and a career counselor available to help you plan your studies. We have an excellent library, an active student government, lots of free parking, and a helping attitude that makes our community college a very special kind of place to continue your education.

General Information

The College

Windward Community College is one of the 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 1983 enrollment of 1,456 students. The College offers both liberal arts and vocational educational programs.

An extensive 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 the following offerings:

- a wide variety of liberal arts and sciences courses for individuals seeking to meet the first two year requirements of a baccalaureate degree program or to further their knowledge of themselves and their social and physical environments;
- vocational courses in selected areas for individuals seeking to acquire pre-service, entry level skills, or those seeking to upgrade existing skills;
- a selection of developmental and remedial courses for persons needing to review the basic learning skills: reading, writing, speaking, listening, and arithmetic;
- public service programs of non-credit courses, forums, and cultural activities for those individuals seeking to develop leisure time skills, further their understanding of topics of current interest, or increase their awareness of the many ethnic heritages in the islands.

Supportive services such as academic advising, library services, and career counseling are also provided.

Emphasis at the College is placed on individualizing the activities and services provided. This is reflected in the variety of courses offered, learning tasks the student can choose, different ways courses are taught, and 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 and days.

Accreditation

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

Community Services & Outreach

Windward Community College seeks to improve the quality of life and provide direct educational assistance to individuals and special interest groups. The college provides services for individual communities and the general public by making available a variety of instructional, cultural, recreational, and vocational services in which the institution has special competence or the community has special needs.

The College makes available credit and non-credit instructional opportunities in off-campus locations in Windward Oahu. Persons who are interested in specific seminars or courses should contact the College's Office of Community Services, (phone 235-7433). This office is also responsible for the summer school offerings and through special funding offers non-credit courses for senior citizens at centers from Waimanalo to Kahuku.

Advisory Committees

Windward Community College has invited a number of community leaders in business, industry, and the professions to advise the staff in the development of curricula in accordance with requirements in their fields. Consultations with these leaders relate to course content, selection of training equipment, the nature and extent of employment needs, and evaluation of the effectiveness of the curriculum. New advisory committees are formed as new needs and programs are identified.

Admissions Information

Introduction

Windward Community College welcomes part-time and full-time students who desire to come to college. Windward Community College is open to all Hawaii residents who are 18 or older. Persons under 18 may be admitted if they are high school graduates. A special early-admit program for high school students with outstanding academic records accommodates students on a space-available basis.

Non-residents of Hawaii are accepted in limited numbers in accordance with the Controlled Growth Policy of the Board of Regents of the University of Hawaii. This policy states that no more than 10% of the student body may be made up of non-residents of Hawaii.

Military personnel stationed in Hawaii and their dependents are subject to the Controlled Growth Policy and are considered non-residents (unless Hawaii is the Home of Record of the service member). However these military personnel and dependents pay the same tuition as Hawaii residents. A verification of U.S. Armed Forces Member's Assignment form signed by proper authority must be submitted with the application for admission.

Resident or non-resident status for admission and tuition purposes is determined by answers to questions in the residency portion of the Common Admission Form. The form is available from the Office of the Registrar at Windward Community College or from high school guidance counselors throughout the State of Hawaii.

For more detailed information, refer to the section on "Residency Regulations for Tuition purpose," p. 55.

Admission of Foreign Students

Windward Community College is authorized under federal law to enroll non-immigrant alien students.

Foreign students must take the Test of English as a Foreign Language (TOEFL) examination and present a score of 650 or more. Naturalization and Immigration Service requirements must be met. High school and college transcripts are required of each foreign student. All foreign students are subject to the Controlled Growth Policy.

Health Requirements for Registration of Foreign Students

All foreign students must demonstrate proof of enrollment in a health insurance plan before they are allowed to register.



In compliance with public health regulations, all students prior to enrollment must show evidence that they are free of active tuberculosis.

Campuses shall comply with all applicable requirements of other state health agencies and councils as may be required by law or by rules and regulations.

To Enter the College

1. Make Application
 - a. Fill out the Common Admission Form (available at Windward or from any high school counselor). Submit it by mail or in person.
 - b. Those who apply by the regular application deadline register during regular registration. Late applications will be accepted on a space available basis. Some programs have limited openings.

WCC APPLICATION DEADLINES

Fall Semester & Term I, 1984	Aug. 10, 1984
Spring Semester & Term III, 1985	Dec. 28, 1984

- c. Students who leave Windward for a semester or more must fill out a new application for the semester or term they wish to re-enter.

2. Complete Registration

Students who have applied and been accepted select classes and pay tuition and fees during the registration periods (see Academic Calendar, p. 2).

All applicants are required to file TB clearance (results of skin tests or chest X rays) prior to registration. New students must also attend an orientation session and take required placement tests before registering.

Misrepresentation

A student or prospective student who intentionally or willfully misrepresents any fact on any form or document intended for use in determination of resident status for tuition purposes is subject to the regular disciplinary measures of the University of Hawaii.

Financial Information

Tuition and Fees

These tuition rates are effective Fall Semester 1984, subject to final Board of Regents approval. Tuition and fees are subject to change.

1. Credit courses, per semester/term:

	Part-time	Full-time
Hawaii residents*	1-11 credits	12 credits
tuition	\$10/credit	\$115
student activity fee	1-10 credits	11 credits
	50¢/credit (mandatory)	\$5 (mandatory)
non-Hawaii residents		
tuition	\$71/credit	\$850
student activity fee	50¢/credit (mandatory)	\$5 (mandatory)

*includes active duty military assigned in Hawaii and their dependents and most foreign students.

2. Non-credit Courses

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

3. Tuition Exemption for Senior Citizens

Residents of the State of Hawaii, 60 years or older, are entitled to attend any campus of the University of Hawaii system tuition-free on a space-available basis. Senior citizens meeting all admissions requirements and prerequisites for credit courses during the academic year may register for classes in which space is available after the close of regular registration.

Dishonored Check Fee: Checks tendered to Windward Community College and dishonored by the bank for any cause will be charged \$7.50.

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

Course Change Fee: A Change of Registration fee of \$1 is charged for each change made at the request of a student.

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

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

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

Payments

All fees must be paid at the time of registration. No provisions are made for deferral of tuition payment.

Financial Obligations to the University

Students who have not satisfactorily adjusted their financial obligations (tuition and fees, traffic violations, library fines, locker fees, laboratory breakage charges, transcript fees, loans past due, rental payments, etc.) may be denied grades, transcripts, diplomas and registration.

A copy of the "Rules and Regulations Governing Delinquent Financial Obligations Owed the University of Hawaii," promulgated by the Board of Regents, is on file in the Office of the Director of Student Services.

Financial Aids

Financial assistance is available to students to enable them to attend college if they and their family cannot afford all college expenses. State and Federal assistance is available in the form of scholarships and grants (gift aid), low-interest loans, and campus employment. The programs available at WCC are described below. Students who wish to apply for financial aid must follow this procedure:

1. Complete the College Scholarship Service's Financial Aid Form (FAF) Hawaii Edition and mail to Berkeley, California;
2. Submit these documents to the Financial Aid Office:
 - a. a Financial Aid Transfer Record from all colleges attended prior to enrolling at WCC;
 - b. a copy of the IRS 1040 or 1040A form by parents or student for the preceding calendar year;
 - c. additional documents as required depending on individual circumstances.

The deadline for applying for aid for the 1984-85 academic year is May 1, 1984. Applications received



ed after the deadline will be considered as long as funds are available.

Additional information is available in the brochure "A Guide to Financing Your Education at the University of Hawaii Campuses" and from the Financial Aids Officer, Johanna Ayers, in Waipa 120. All financial aid programs are subject to change due to legislative action.

Federal Financial Aid Programs

Pell Grants (formerly called Basic Grants) and Supplemental Educational Opportunity Grants (SEOG) are federal grants requiring no repayment.

College Work-Study Program (CWSP) is a federal program providing part-time on campus employment.

The National Direct Student Loan (NDSL) Program is a low-interest, long-term loan program.

The Guaranteed Student Loan (GSL) program makes low-interest loans available from private lenders such as banks and credit unions. The Hawaii Educational Loan Program (HELP) and the parent loan program are components of this federal program. Information and applications are available from the lender or from the Financial Aids Office.

Males may be required to provide proof of Selective Service registration in order to qualify for federal financial aid. The policy statement may be found on page 53.

State Financial Aid Programs

The State Higher Education Loan (SHEL) Program is a low-interest, long-term loan program available to qualified full-time resident students.

Hawaii State Scholarships (HSS) and Hawaii Student Incentive Grants (HSIG) are tuition grants available to qualified resident students who are enrolled at least half-time.

Private Scholarships

Many private scholarships are available for qualified students and are listed in the Department of Education publication, "Bulletin No. 15, Scholarship and Financial Aid."

Emergency Short-Term Loans

No-interest loans of up to \$50 are available to students enrolled at least half-time. Loans are made to meet educational expenses when there is a reasonable expectation that repayment can be made.

Veterans Administration Benefits

The College is approved for veterans' training, and students may consequently receive financial assistance from the Veterans Administration, as provided by federal 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 certifies or confirms 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 or she 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 require that Windward Community College 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 such transcripts to be sent directly to the Veterans 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 Veterans Certification Officer, the VA Vet Rep on Campus, or the VA Regional Office in Honolulu.

Services to Students

The Student Services office is located in WAIPA Building.

Academic Advising and Orientation

A staff of academic advisors is available to help students develop a program of study to meet their educational objectives.

Group orientation and advising sessions are held during the period preceding registration for each term. Private meetings may be arranged on an appointment basis by phoning Student Services, 235-7413.

Placement Testing

For students entering college after a period of not attending school, Windward offers placement testing in math and reading to assist students in choosing the right level of math and English courses. Based on the results of the test, students will be advised whether or not a refresher course in either math or English is needed.

All students planning to enroll in English or math classes must have on file the results of the Nelson-Denny Reading Test and the math placement test before registering, or provide evidence of successful completion of English or math courses at WCC or at another college-level institution.

The placement tests are for advising and placement purposes only and are not admission tests. There is no charge for placement testing. Student Services counselors will administer tests at several orientation sessions over a period of several weeks prior to registration. Please call Student Services for an appointment for testing.

Personal Counseling

Student Services counselors are available to assist students with personal or college-related problems and to help assess personal growth and development.

Career Counseling and Testing

Career counseling, occupational interest testing, and career aptitude testing are provided on an individual basis through the Career Center. Students are encouraged to make appointments for assistance with career-life exploration and planning. Call 235-7460 and ask for the Career Counselor.

Job Placement

Job placement assistance is available on a limited basis. Please check with the Student Services office for further information. Call 235-7484 and ask for the Job Placement Officer.

Student Activities/Student Government

Students at Windward have organized a coordinating council, the Windward College Konohiki Council (WCKC), to develop a program of activities for students and members of the community. The Council administers the use of student activity fees. Last year WCKC sponsored the College newspaper, *O Ka Ohana*, the College literary magazine, *Rainbird*, a spring Ho'olaulea, student discount services, dances, and other social activities.

Elections for Council seats are held in the spring. Interested students are invited to participate in these activities.





Student Participation in College Governance

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

A number of College committees invite student participation in policy making. Students may also serve as instructors for non-credit courses, lab assistants, and as assistants in the development of a public services program.

Students interested in these activities should contact a member of the Windward College Konoehiki Council (WCKC) or the Student Services office staff.

Lounge Facilities

The lounge facility located in Waipa Building is furnished with tables and chairs, a ping pong table, and other recreational materials.

Food Services

The College does not operate a food service facility. Limited vending machine and lunch-wagon services are available on campus. Several fast food restaurants are located in Kaneohe town.

Parking

There is no charge for parking, but parking is permitted in designated areas only. Cars parked in restricted areas may be towed away at owners' expense. The University assumes no liability for damage to or thefts from automobiles parked on campus.

Parking is permitted in the parking lots and along the roads marked for parking. No parking is permitted on the grass and where restricted by signs or orange or yellow markers.

Bookstore

The College bookstore is operated for the convenience of the College's students and staff and members of the community. Textbooks, related reference materials, and some supplies are available.

The bookstore is located in Eckerdt Building and is open Monday-Friday, 9:00 a.m.-1:00 p.m. and 2:00-3:30 p.m. Phone, 235-7418.

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 community members.

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. A slide/tape tour of the Library is also available, as is a minicourse in library skills. A reference librarian is available at all times to assist students and faculty in using the library's resources. 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

The Media Production Center is maintained by the College primarily to serve the instructional staff in the development of instructional/learning resources.

The Center provides service to students by assisting them with the audio-visual requirements of student projects.

The Center is located in Judd Building.

Health Services

The College provides no health services. Students are eligible to participate in a group health and accident insurance program. Information may be secured through Student Services. Programs offering certain free or low-cost health services are available at the Windward Comprehensive Health Center, adjoining the campus.

Foreign Students (I-20 visas) must present proof of having health insurance coverage *before* being allowed to register.

Lost and Found

Articles which are lost and found are taken to/or held at the Business Office in Eckerdt 114.

Housing

The College has no dormitories and does not assist in helping students to locate housing.

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 at Manoa.

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

All classrooms and offices are provided with ramp access for students in wheelchairs, and restrooms are accessible to students in wheelchairs.

Learning Skills Center

The Learning Skills Center, located in Lono Building, is open daily. It houses the Learning Skills Lab and Math Resource Center. Services available include assessment of students' skills in reading, writing, math, concentration, listening, note taking and many other learning skills needed for success in college. Workshops and individualized programs tailored to students' needs are offered in the Center. Formal registration for the Center's help is not necessary, and students are welcome to begin using the Center at anytime throughout the semester.

Math Learning and Kokua Lab

The Mathematics Lab provides students with the opportunity for individualized learning and is open to students on a drop-in basis. Services of the lab include assessment of mathematics skills, assistance with problems related to course work, and individualized learning through audio-visual materials. The lab, which is located in Mahi 110, is open daily with hours posted at the beginning of each semester.

Business Lab

The Business Lab is available to the general student body for independent work on typewriters, calculators, shorthand, and machine transcription. The lab is located in Judd 121, and hours are posted each semester.

TRIO Project

The College, in association with the Federal Government, has developed a program to assist students with special needs to make their college experience successful. The program provides remedial/developmental coursework, counseling services, and tutorial assistance for students who meet the minimum federal eligibility criteria. Eligibility is determined on the basis of economic and educational background.

The program is designed to provide each student the support services necessary to succeed in the educational system. Students are encouraged to visit the TRIO office located in Lono 107, or to call 235-7487, for further information.



Student Responsibilities

Student Responsibility

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

Attendance

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

Students who stop attending classes are likely to receive an F grade. To avoid this, official withdrawal should be made in the Registrar's Office.

Change of Address

Students are responsible for keeping the Registrar's Office informed of their correct mailing address. Grade reports are mailed out at the end of each semester.

Change of Major

Students who are already enrolled in the College and wish to *change their majors* and be admitted into a vocational program must submit an *application* to change major form. Application for change of major forms are available in the Registrar's Office in Eckerdt 112.

Graduation Information

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

For specific graduation requirements, see the programs of study listed in the catalog.

Students who intend to file for graduation must have a graduation check done by a counselor prior to filing an application with the Registrar's Office.

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

Impermissible Behavior

The Board of Regents of the University of Hawaii has established a policy on impermissible behavior which applies to students at Windward Community College. Students alleged to have violated this policy are subject to the disciplinary procedures of the College. Copies of the hearing procedures used are available in the Office of the Director of Student Services, the Dean of Instruction, and the Library.

A summary of the Policy on Student Conduct may be found on page 54 of this catalog.

Smoking

In accordance with the State's No Smoking Act, Act 108, SLH 1976, smoking is prohibited in any of the classrooms, laboratories, and conference rooms of the College.

Illicit Drugs

Students are not permitted to be under the influence of, possess, manufacture, distribute or sell illicit drugs, as prohibited by state law, at University sponsored or approved events, on University property, or in buildings used by the University for its educational or recreational programs.

Alcoholic Beverages

Copies of policies governing the possession, consumption, serving, and sale of alcoholic beverages on Windward Community College campus are available in the Office of the Director of Student Services and the Chancellor's Office. All organizations planning activities on campus that involve either the serving or selling of alcoholic beverages must follow the WCC guidelines which are based on CCCM # 8000, "Liquor Sales, Service, and Private Consumption in the University of Hawaii Community Colleges."

Lethal Weapons

Firearms, spear guns, and bows and arrows are prohibited on campus.

Academic Dishonesty

Students are encouraged to familiarize themselves with the parts of the student conduct code that explain academic dishonesty, p. 55.



Academic Information

Definition of terms used at Windward Community College

Add: Transaction which occurs after students have registered and wish to increase their credit load. These occur within the add period which is announced in the academic calendar and on the schedule of courses each semester.

Certificate of Achievement: A credential awarded to students who complete a prescribed series of courses leading to an occupational skill and usually include appropriate courses in related and general education. Depending on the program, the total number of units of credit required may vary from 30 to 45.

Certificate of Completion: A credential awarded to students who successfully complete certain occupational courses or course sequences specified by the College. Programs are designed primarily for students who need short-term training or job upgrading. The required number of credit hours does not exceed 23.

Classified Students: Students following a prescribed program leading to a degree or certificate.

Commencement: A public ceremony and celebration held at the end of the academic year at which degrees and certificates are conferred.

Course: A unit of instruction consisting of varying combinations of recitations, lectures, laboratory sessions, and field trips in a particular subject within the time span of a semester or session.

Degree: The formal title conferred upon a student who successfully completes a program of study. Associate degrees are awarded by the College.

Drops: Transactions which decrease a student's credit load. These occur within the erase period of a semester.

Erase Period: The first three weeks of a 16-week semester or the first week of an 8-week term. During this time students dropping a course will have the class erased from their registration file.

Full-time student: A student carrying twelve or more credits in a semester. (VA beneficiaries should check with the Veterans Assistance Office for specific requirements.)

Graduation: The granting of degrees or certificates to students who have completed their programs.

Official Withdrawal: The filing of required forms and payment of fees after the erase period, for the purpose of disenrolling from a course or courses. Withdrawals can be total or partial.

Part-time student: A student carrying 11 or fewer credits in a semester.

Prerequisite: Skills or courses required prior to enrollment in a course. Course descriptions indicate prerequisites if they apply.

Program of Study: A carefully planned series of courses which the student is required to successfully complete in order to receive a certificate or degree in that particular program. Programs must have been officially approved by the College and the Board of Regents.

Schedule of Classes: A detailed listing of all the courses offered for a specified semester at the College.

Semester: A time span of sixteen weeks within a four and one-half month period during which courses are offered and completed. There are usually two semesters in one academic year: fall semester and spring semester. There are two "accelerated terms" within each semester. A six-week long summer session may also be held.

Semester Hours: The value assigned to each class of each course. One credit hour usually equals fifteen hours in class per semester. The number of credit hours for each course is determined by the number of lecture, laboratory, or field experience hours determined necessary for each semester course.

Unclassified Students: Students who are not pursuing a degree or certificate but are taking courses for upgrading or enrichment.

Credits, Grades, and Exams

Scholastic Standards

A cumulative 2.0 grade point average is required for the Associate in Arts Degree, Associate in Science Degree, and the Certificates of Achievement/Completion.

The Dean's List

Each semester The Dean's List recognizes students who have achieved academic excellence at the College. Students who have earned 24 credits at the College, who have a current and cumulative grade-point-average of 3.5 or better, and who have no NC grades in the current semester, are automatically

placed on The Dean's List unless they request to be omitted. Notation of being on The Dean's List is entered on the student's transcript.

Grade Reports

Grade reports are mailed to students at the end of each semester. Students should report any errors on their grade report to the Registrar as soon as possible. It is imperative that students notify the Registrar's Office of any change of address.

Academic Probation Policy

Students who make unsatisfactory academic progress during a semester will be warned. If satisfactory progress is not made in ensuing semesters, the student will be placed on academic probation and eventually suspended or dismissed from the College.

Unsatisfactory academic progress occurs when a student enrolled in 6 or more credits has fallen into one of the following categories:

1. the student's cumulative grade-point average is lower than 2.0; OR
2. the student earns credit for fewer than $\frac{1}{2}$ of the credits for which enrolled (excluding Withdrawals.)

Warning: A student is placed on *Warning* for the subsequent semester after making unsatisfactory academic progress and is expected to see a counselor during that time. Financial aid, campus employment, or certification for veterans' benefits will be denied to a student placed on academic warning whose cumulative grade-point average is 0.0 and who completed none of the courses in which the student enrolled the previous semester.

Academic Probation. If a student makes unsatisfactory progress while on *Warning*, the student is placed on *Academic Probation* the following semester. A student on academic probation is required to see a counselor before registering, will be

allowed to enroll only in those courses approved by the counselor, and will meet regularly thereafter with the academic counselor to review progress. In addition, a student on academic probation is not eligible for financial aid, campus employment, or certification for veterans' benefits.

Suspension. A student will be suspended for failing to make satisfactory progress during the probationary semester.

1. A suspended student is eligible to return to Windward Community College after the passage of at least one semester (not including summer session); a student returning to the College after suspension is on probation during the semester of re-entry.
2. Notation of suspension is made on the student's permanent record.
3. Under extenuating circumstances, a waiver of suspension may be granted. The student must apply for waiver from the Director of Student Services prior to the beginning of regular registration for the following semester.

Dismissal. A student will be dismissed from the College for failing to make satisfactory progress (as defined above) during the semester following academic suspension. A student who has been dismissed will be readmitted only in unusual circumstances. Notation of dismissal is made on the student's permanent record.

Appeals. The student may at all times appeal a decision regarding academic probation, suspension, or dismissal.

Further details and the policy are available in the Office of the Dean of Instruction, the Office of the Director of Student Services, and the Library.

Repeating Courses

A student may repeat any course taken at the College but will receive additional credit only if the



course description in the catalog states that the course may be repeated for additional credit. With the exception of courses which specifically allow repeating for additional credit, credit will be allowed only once for a course, and the student will receive the higher grade and grade point. The lower grade, however, shall remain on the student's record.

Transfer of Credits from Other Institutions

Credits earned for courses taken at any of the public community colleges in Hawaii, or at the University of Hawaii at Manoa and Hilo may be transferred to this College and applied to meet requirements of degree and certificate programs subject to the specific requirements in each program. Some credits, however, may be classified as electives if this College has no equivalent course.

Credits earned at a grade level of "C" or better at other regionally accredited institutions either in Hawaii or another state or country may be transferable and applied to meet program requirements at Windward Community College. Counselors are available to discuss with students which credits are acceptable in transfer from other institutions. The College's policy statement on the acceptance of transfer credits is available from the Office of the Director of Student Services.

Students must be aware, however, that transfer credits 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 Community College to another college.

Students transferring to other institutions from Windward Community College should refer to transfer information (p. 51).

Credit by Examination

Windward Community College Courses

Any student at Windward Community College 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, the student will be permitted to take a prepared examination. The examination will be sufficiently comprehensive to establish the student's mastery of the objectives of the course. Where demonstration of achievement of these objectives requires 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.

The grade earned will be Cr (credit) or NC (no credit). Examinations are *not* available in all courses. Students are advised to check with individual instructors on a course-by-course basis. No re-takes of examinations will be permitted.

Details of the procedure and Credit by Examination Request Form may be obtained through the Office of the Registrar, Eckerdt 112.

College Level Examination Program (CLEP)

Any student at Windward Community College is eligible to apply for the College Level Examination Program (CLEP). A passing score on a CLEP examination is recorded as Cr (credit) and the credit is entered as "Advanced Standing" credit on the student's transcript. Only students achieving CLEP examination scores at or above specified levels of achievement are awarded the number of credits indicated for each examination.

Students interested in applying for CLEP examinations must make their own arrangements at the University of Hawaii, Manoa.

Examinations are available in the following areas:

General Examinations
Natural Sciences
Mathematics
Humanities
Social Sciences: History

Special Examinations
Analysis & Interpretation of Literature
Introductory Calculus
Introductory Economics
General Psychology
Introductory Sociology
English Anticipatory Exam

Further information regarding credit by examination of CLEP is available in the Offices of the Dean of Instruction, the Director of Student Services, and the Library.

Grade Point Average

A student's cumulative grade point average is computed by dividing the student's total grade points earned by the total credits attempted, excluding the credits for classes in which grades of I, W, Cr, and NC were awarded.

Although I, W, and NC are not included in the grade point average, students are advised that some colleges, especially graduate and professional schools, do not look with favor upon transcripts containing these grades. Similar attitudes occur among some employers and scholarship grantors. Students should also realize that dropping courses may jeopardize their chance for registration in the same courses in succeeding semesters.

Grading

Letter grades and grade points are awarded to a student to reflect their level of 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
A	Excellent achievement	4 grade points given (course credits awarded)
B	Above average achievement	3 grade points given (course credits awarded)
C	Average achievement	2 grade points given (course credits awarded)
D	Minimal passing achievement	1 grade point given (course credits awarded)
F	Less than minimal passing achievement	0 grade points given (no course credits awarded)
Cr	Achievement of objectives of course at C level or higher. The Cr/NC option must be declared by the end of the 10th week of classes (end of the 5th week for 8-week classes). Written consent of the instructor is required. This grading option is not available in all courses and will not be offered to majors in required courses.	No grade points given (course credits awarded)
NC	No credit given Used to denote below passing work not deserving of credit, or achievement of objectives of course at less than C level under the Cr/NC option.	No grade points given (no course credits awarded)
I	Incomplete This is a temporary grade given at the instructor's option when a student has failed to complete a small part of a course because of circumstances beyond his or her control. The student is expected to complete the course by the last day of instruction of the succeeding semester. If this is not done, the I will revert to the contingency grade identified by the instructor.	No grade points given and no course credits awarded until student completes course
W	Official withdrawal after the first week of an 8-week course or the third week of a 16-week course and prior to the end of	No grade points given (no course credits awarded)

the 5th week of an 8-week course or the 10th week of a 16-week course.

If a student officially withdraws within the first three weeks of a 16-week course or the first week of an 8-week course, the record of the registration will not appear on the transcript.

Credit/No Credit Option

The Credit/No Credit option is maintained to encourage students to broaden their education by taking courses outside of major requirements without affecting their grade point averages. No grade points are given for courses taken under this grading option. Course credit is awarded for courses completed at Windward with certain restrictions. This grading option is not offered in all courses, and students majoring in a particular program are not permitted to take a major required course with the Cr/NC grading option.

Faculty have the prerogative of offering this grading option. The student should consult the instructor's course outline to determine if this option is available in a particular course. If this option is available, the student must declare for Cr/NC in writing to the instructor by the end of the 10th week of class (end of 5th week for 8-week classes). This declaration must be approved by the instructor and a copy filed with the Registrar.

At the University of Hawaii at Manoa, the Cr/NC option is limited to elective courses, i.e., this option is not allowed for any course taken to fulfill a university or college core requirement or department requirement with the exception of those courses offered for mandatory Cr/NC.

Students should be aware that some colleges and many graduate and professional schools evaluate Cr as C and NC as F. The same is true of some employers and scholarship awarding agencies.

Registration and Course Information

Auditing

Students may be permitted to audit certain classes. Auditors register using the late registration add procedure which involves obtaining the permission of the instructor. No credit or grade is given for a course audited, nor is an academic record or transcript of the audit maintained. STUDENTS MUST COMPLETE ALL REGULAR ADMISSIONS AND REGISTRATION PROCEDURES IN ORDER TO AUDIT A CLASS, AND REGULAR TUITION AND ALL FEES MUST BE PAID.

Class Size

Most classes at the College range in size from 15 to 35 students. A few classes, particularly lecture/lab type classes, are scheduled to accommodate 40 or more students.

Cancelled Classes

Courses are subject to cancellation due to low enrollment. Students whose classes are cancelled may make a change during the add period without payment of a change of registration fee. Between the end of regular registration and the first day of classes, a "Cancelled Classes Hotline" telephone answering machine will provide the caller with information on cancelled classes. The number to call is 235-7473. A list of cancelled classes will be made available at the Registrar's Office, and cancelled class notices will be posted on the respective classroom doors.

Concurrent Registration

Under certain conditions, students at the College may register concurrently for courses at other community colleges or at the University of Hawaii at Manoa or at West Oahu College. Details of the conditions governing concurrent registration on other campuses may be obtained from any academic advisor. Students at other campuses who wish to take courses at Windward must obtain permission from an academic advisor at the home campus and then make application to Windward.

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 in the Office of the Director of Student Services for details.

No student may register for more than 18 credits without obtaining approval from a counselor at registration.

Returning Students

Individuals who have been students at the College but who have missed a term or semester (excluding summer sessions) must reapply for admission if they wish to return to the College. These individuals will be considered "returning" students.

Students who are enrolled continuously at the College are considered "continuing" students and do not need to reapply for admission each term or semester.

Summer Session

The College may offer courses during the summer. Tuition and fees for the summer session differ from those of the fall and spring. Limited counseling services are also available to students during the summer months.

Terms and Semesters

Courses offered by the College vary in length. Basically, a 16-week semester schedule is maintained. Some courses are also scheduled for accelerated 8-week terms. These variations are intended to accommodate the differing 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, or for certain curricula which are best learned through this method. 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 four or five courses taken during the 16-week term.

Students may develop a program of courses consisting solely of 8-week or 16-week classes or may choose classes of both lengths. 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.

Withdrawing from Classes

Students intending to drop classes are advised to do so as soon as possible so that the maximum amount of tuition can be refunded (if applicable) and grading penalties can be avoided. (See p. 00 for the Schedule of Refund of Tuition and Fees.) Students officially withdrawing from classes by making the change through the Office of the Registrar by the 3rd 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 these periods, students officially withdrawing from classes will receive a W for the class provided they withdraw prior to the last day for official withdrawal. Students failing to officially withdraw by the deadline for such withdrawals may receive an "F" grade.

Official Withdrawal is not complete until all required forms have been filled out and any required fees paid.

1. Complete the Change of Registration Form.
2. Obtain the necessary signatures from the instructor(s).
3. Pay/clear the necessary fees at the Business Office within 72 hours of the date of issuance and by the college calendar deadline.

Forms are available in the Office of the Registrar, Eckerdt 112.

Instructional Programs

The Instructional Program

The instructional program at the College emphasizes individualizing learning and recognizes that people differ in interest, motivation ability, and learning styles. Thus, alternatives are stressed, in the kinds, levels, and the ways in which courses 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 earn a Certificate of Completion, Certificate of Achievement and/or an Associate in Science degree in a vocational program;
- intending to transfer to a four year college to earn a bachelor's degree;
- interested in taking courses for personal enrichment;
- interested in acquiring 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 updating skills and knowledge for employment in certain vocational fields.

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. A few take an interdisciplinary approach to a topic or problem.

Some coordinated studies packages are also offered. Here, instructors offering interrelated courses integrate their courses and provide students with a team of professionals who are concerned with all the learning activities of the student.

Piggyback courses are also offered. In some of these courses, where self-instructional materials are used, students can opt to meet the objectives of different courses, working at their own rate of speed and proceeding to a second course or level within the term, depending on their own abilities.

A pre-test may also be given in some classes. This is intended to help identify the knowledge and skills already possessed by students, thus enabling instructors to tailor the course to meet the special needs or interests of the class. (Pre-tests are not used in grading students.)

Majors

Currently, the College offers students the opportunity to major in the following fields:

1. Liberal Arts (Associate in Arts Degree program)
2. Accounting (Certificate of Achievement and Associate in Science Degree program)
3. Agricultural Technology (Certificate of Completion)
4. Automotive Mechanics (Certificate of Completion and Certificate of Achievement program)
5. Finance (Certificate of Achievement, Certificate of Completion, and Associate in Science Degree program)
6. Secretarial Science (Associate in Science Degree program)
7. Clerical Typing (Certificate of Completion)
8. Stenography (Certificate of Achievement)
9. Typist (Certificate of Completion)
10. Visitor Industry (Certificate of Completion)

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

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

Associate in Arts Degree

The Associate in Arts Degree is awarded to students who complete a general program of liberal arts courses which may be applied to meet baccalaureate degree requirements at a four year college or to fulfill the general education interests of the student. **Students who plan to transfer to other colleges, including the University of Hawaii at Manoa, should work closely with a counselor to help ensure that courses taken for the A.A. degree are also applicable at their next campus.**

To earn an A.A. degree, Windward students must complete all of these requirements:

1. Earn 60 credits (no more than 12 of which may consist of any combination of independent study, cooperative education, or non-college transfer level courses).
2. Earn credits in the following required areas:

HUMANITIES REQUIREMENT

6 credits in 2 different subject areas selected from this list:

ART..... 101
DRAMA..... 101

ENGLISH LITERATURE

(ENG)..... 250, 251, 252, 253,
254, 255, 256, 257

HISTORY (HIST)..... 151, 152, 241, 242,
281, 282

MUSIC (MUS)	106, 107, 108
PHILOSOPHY (PHIL) ...	100, 101, 102, 200
RELIGION (REL)	150, 151, 201

SOCIAL SCIENCES REQUIREMENT

6 credits in 2 different subject areas selected from this list:

ANTHROPOLOGY	
(ANTH)	150, 200
BOTANY (BOT)	105
ECONOMICS (ECON) ...	101, 120, 150, 151
GEOGRAPHY (GEOG) ...	102, 151
INFORMATION AND COMPUTER SCIENCE	
(ICS)	100
POLITICAL SCIENCE	
(POLSC)	110, 180, 220, 230, 270
PSYCHOLOGY (PSY) ...	100, 110, 220, 224
SOCIOLOGY (SOC)	100, 220

LANGUAGE ARTS REQUIREMENT

3 credits in ENG 100

3 credits selected from this list:

COMMUNICATION	
(COMUN)	145
ENGLISH (ENG)	102
FRENCH (FR)	101, 102, 201, 202
HAWAIIAN (HAW)	101, 102, 201, 202
JAPANESE (JPNSE)	101, 102, 201, 202
JOURNALISM (JOURN) ..	205
SPEECH (SP)	151, 251

NATURAL SCIENCES REQUIREMENT

One course in biological science and one course in physical science. One of the two courses must be a *laboratory/field trip* course. (Indicated below in boldface type.) For some courses a separate registration for laboratory/field work is required.

Biological Science	
AQUACULTURE (AQUA) ..	106
BIOLOGY (BIOL)	100
BOTANY (BOT)	101, 130, 160, 181
SCIENCE (SCI)	121, 123, 124
ZOOLOGY (ZOOL)	101, 106, 107, 200
INTERDISCIPLINARY STUDIES (IS)	
	261
Physical Science	
ASTRONOMY (ASTR) ...	110
CHEMISTRY (CHEM) ...	100, 100L, 151, 151L, 161, 162, 171L
GEOGRAPHY (GEOG) ...	101, 101L
GEOLOGY/GEOPHYSICS	
(GG)	101, 102, 200, 210, 211, 212, 213, 214
OCEANOGRAPHY	
(OCEAN)	201, 202, 209
INTERDISCIPLINARY STUDIES (IS)	
	261

QUANTITATIVE REASONING REQUIREMENT

3 credits chosen from this list:

MATHEMATICS (MATH) ..	100, 120, 140, 205, 206, 231
PHILOSOPHY (PHIL) ...	210

(An introductory course in statistics or a quantitative reasoning computer science course may be substituted for the courses listed above.)

- Earn additional credits (in courses of the student's choice) to total at least 60 credits overall. These additional credits may be in any of the above 5 areas or in other courses the college offers.
- At least 12 of the credits for the A.A. degree must be earned at WCC. A maximum of 48 credits earned elsewhere may be transferred to WCC for application to the A.A. degree requirements.
- Maintain a minimum grade point average of 2.0.

Certificate Programs

The College offers certificate-level programs which are designed to prepare students for entry level employment or upgrading of work skills in several vocational fields. These include Agriculture, Auto-



Used with permission from ASUH "Rainbow Connection."

motive Mechanics, Typing, Clerical Typing, Stenography, Accounting, Finance and Visitor Industry.

Two types of certificates are awarded: a Certificate of Completion and a Certificate of Achievement, depending on the program of study completed.

Credits completed in Certificate level programs may be applied to meet Associate in Science Degree program requirements and Associate in Arts Degree program requirements under certain conditions.

Students completing Certificate program requirements must successfully complete from 12 to 36 credits in specified fields and maintain a grade point average of 2.0. At least 50% of the required courses in the major area (the final credits) must be earned at Windward. Under certain circumstances, this requirement may be waived upon request made to the Director of Student Services.

Students considering transfer of the AA degree to any four year campus should check with a counselor regarding their particular choice of courses.

Associate in Science Degree

The Associate in Science Degree is awarded to students who successfully complete one of the vocational programs. The College offers an Associate in Science Degree in Accounting, Finance, and Secretarial Science.

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

1. Completion of the required core courses 30–33 credits. (Check program requirements for specific courses.)
2. Completion of 15 to 18 credits in an area of specialization.
3. Completion of 12 credits in General Education (including the Liberal Arts) courses.
4. At least 12 credits (the last 12 taken in the area of specialization) must be completed at Windward. Under certain circumstances, this requirement may be waived upon request made to the Director of Student Services.
5. The minimum grade point average must be 2.0.

Agricultural Technology Program

Students in this program will be prepared for entry level positions in nursery operations, turfgrass maintenance, landscaping installation and maintenance, retail plant outlets, and wholesale distribution of agricultural supplies and equipment. A Certificate of Completion in Agricultural Technology will be awarded to students who successfully complete the following sequence of courses.

Certificate of Completion—Agricultural Technology (15 credits)

		Course Credits	Total Credits
<i>Required Courses</i>			
AG 41	Plant Disease & Pest Control	3	
AG 42	Pesticide Safety	1	
AG 43	Plant Growth & Culture	4	
AG 49	Plant Propagation	3	
	Elective	4	15
			15

Elective Credits

With the consent of the instructor/advisor, student selects from among the following courses:

AG 93V	Cooperative Education	1–4
AG 40	Plant Identification	3
AG 22	Soils Technology	3
AG 100	Agriculture Orientation: Careers	1
MGT 120	Principles of Management	3
ACC 24B/C	Principles of Accounting I	4
ACC 35	General Excise Tax	1
ENG 55	Business Communications	3
BUS 25	Starting a Business	3
BUS 55	Computational Problems in Business	3





Automotive Mechanics Program

The program is designed to develop skills at two levels of proficiency and enable students to enter the automotive repair field. The student who qualifies to receive a Certificate of Completion has the necessary skills to seek jobs as an automotive mechanic helper or service station attendant. The Certificate of Achievement will enable the student to seek a job as an apprentice mechanic. The rapid advancement of technological knowledge has made it necessary for the person entering this field to have a thorough foundation in the mechanical and technical aspects of the trade. A person with interest and aptitude in this field who is properly trained should find ready employment. Cost of required tools and textbooks is approximately \$450.

Certificate of Completion—Automotive Mechanics (12 credits)

		Course Credits	Total Credits
AMT 20	Introduction to Automotive Mechanics	3	
AMT 40B	Fuel Systems	3	
AMT 40E	Ignition Systems	3	
AMT 53	Brakes	3	12
			12

Certificate of Achievement—Automotive Mechanics (36 credits)

Certificate of Completion—Automotive Mechanics			12
AMT 30	Engines	6	
AMT 40C	Electrical Systems	3	
AMT 55	Suspension & Steering	3	
AMT 60	Diagnosis & Repair	6	
AMT 60D	Powertrain & Manual Transmissions	3	
AMT 60E	Automatic Transmissions	3	24
			36

Business Programs

Accounting

The Accounting program incorporates the Certificate of Completion-Clerical Typing. Upon fulfillment of the requirements for the Certificate of Completion-Clerical Typing and 16 additional required credit courses, students will have earned a Certificate of Achievement-Accounting and be prepared for entry-level employment as account clerks.

The Associate in Science Degree requires the fulfillment of 31 credits for the Certificate of Achievement plus 17 credits from the Area of Specialization, and 12 credits in General Education. This will prepare the student for advancement on the career ladder in the accounting field.

Certificate of Achievement—Accounting (31 credits)

		Course Credits	Total Credits
Certificate of Completion-Clerical Typist			
BMACH 20	Electronic Calculators and Business Applications	3	
COMUN 145*	Interpersonal Communications	3	
ENG 55	Business Communications	3	
OFPRO 40	Clerical Office Procedures	3	
TYPW 30	Intermediate Typewriting	3	15
<i>Plus these required courses:</i>			
ACC 24B	Principles of Accounting I, Part 1	2	
ACC 24C	Principles of Accounting I, Part 2	2	
ACC 25**	Principles of Accounting II	3	
ACC 26**	Principles of Accounting III	3	
ACC 32	Payroll Accounting	2	
ACC 35	General Excise Tax	1	
LAW 30	Principles of Business Law	3	16
			31

*With permission of advisor, SP 151 may be substituted.

**ACC 201 and 202 may be substituted for ACC 25 and 26.

Required courses leading to the Associate in Science Degree—Accounting (60 credits)

	Course Credits	Total Credits
Certificate of Achievement—Accounting		31
<i>plus AREA OF SPECIALIZATION</i> (Student selects 17 credits)		
General Business Cluster (select one)		
BUS 25	Starting a Business	
BUS 120	Principles of Business	3
Economics Cluster (select one)		
ECON 101	Consumer Economics	
ECON 120	Introduction to Economics	
ECON 150*	Principles of Macroeconomics	
ECON 151*	Principles of Microeconomics	3
Electives (select 11 credits)**		
ACC 34B	Income Tax Preparation	
ACC 34C	Income Tax Preparation for Small Business	
ACC 93V	Cooperative Education	
BUS 44	Survey of Investments	
BUS 50	Principles of Insurance	
BUS 70	Human Relations in Business	
ICS 100	Computer and Its Role in Society	
MGT 120	Principles of Management	
OFPRO 42	Personal Development	11
		17
<i>plus GENERAL EDUCATION</i> (With approval of program advisor, student selects 12 credits)		
Humanities	3	
Social Sciences	3	
Math/Logic	3	
Natural Sciences	3	
	3	12
		60

*Students wanting to take both ECON 150 & 151 may elect one for the Economics cluster and one for the social science general education requirement.

**Courses from the Finance or Secretarial Science programs may be substituted with consent of program advisor.

Typist/Clerical Typing/Stenography/Secretarial Science

The College offers four programs for students desiring entry-level employment in business offices.

The Certificate of Completion-Typist program prepares students for employment as copy typists or clerical assistants. In order for this certificate to be completed in one semester, students must have completed TYPW 20 or equivalent before starting the program.

The Certificate of Completion-Clerical Typing prepares students to enter the job market as clerks, receptionists, and office assistants. This program requires the Certificate of Completion—Typist program requirements plus ENG 55. It can be completed in one or two semesters depending on the student's previous training.

The Certificate of Achievement-Stenography requires two to three semesters of work and builds on the Certificate of Completion-Clerical Typing Program. Recipients of this Certificate may obtain work as clerk-stenographers, stenographers, and secretarial assistants. The Stenography program is undergoing a review. Students interested in this program should see a program advisor.

The Associate in Science Degree-Secretarial Science is earned upon fulfillment of the requirements of the Certificate of Achievement-Stenography (31 credits) as well as 17 credits in the Area of Specialization and 12 credits of General Education. Students are prepared for entry level employment as secretaries and administrative assistants.

Certificate of Completion—Typist (12)

		Course Credits	Total Credits
BMACH 20	Electronic Calculators and Business Applications	3	
COMUN 145*	Interpersonal Communication	3	
OFPRO 40	Clerical Office Procedures	3	
TYPW 30	Intermediate Typewriting	3	
			12

Certificate of Completion—Clerical Typing (15 credits)

		Course Credits	Total Credits
BMACH 20	Electronic Calculators and Business Applications	3	
COMUN 145*	Interpersonal Communications	3	
OFPRO 40	Clerical Office Procedures	3	
TYPW 30	Intermediate Typewriting	3	
ENG 55	Business Communications	3	
			15

*With permission of advisor, SP 151 may be substituted.

**Certificate of Achievement—Stenography
(31 credits)**

		Course Credits	Total Credits
Certificate of Completion—Clerical Typing			15
ACC 24B	Principles of Accounting I, Part 1	2	
SHTHD 20	Beginning Theory	4	
SHTHD 30	Intermediate Shorthand	3	
TRNSC 35	Machine Transcription	3	
TYPW 40	Advanced Typewriting	3	15
ELECTIVE (Choose one)			
WPRO 50D	Introduction to Word Processing: Electronic Typewriter	1	
WPRO 51	Automatic Typewriting	1	1
			<hr/> 31



**Associate in Science Degree—Secretarial Science
(60 credits)**

		Course Credits	Total Credits
Certificate of Achievement—Stenography			31

plus *AREA OF SPECIALIZATION*
(Student selects 17 credits)

Required Courses

ACC 24C	Principles of Accounting 1, Part 2	2	
OFPRO 50	Secretarial Office Procedures	3	
WPRO 50B	Concepts of Word Processing	1	
WPRO 50C	Introduction to Word Processing: CRT Standalone	1	
WPRO 50E	Introduction to Word Processing on Micro-computer	1	

General Business Cluster (select one)

BUS 25	Starting a Business		
BUS 120	Principles of Business	3	

Electives (select 6 credits)*

BUS 70	Human Relations in Business		
ICS 100	Computer and its Role in Society		
LAW 30	Principles of Business Law		
MGT 120	Principles of Management		
OFPRO 42	Personal Development		
OFPRO 93V	Cooperative Education		
SHTHD 40	Advanced Shorthand		
WPRO 52	Word Processing Applications	6	17

plus *GENERAL EDUCATION*
(With the approval of program advisor,
student selects 12 credits)

Humanities	3	
Social Sciences	3	
Math/Logic	3	
Natural Sciences	3	12
		<hr/> 60

*Courses from the Accounting or Finance programs may be substituted with consent of program advisor.

Finance

The Certificate of Completion in Finance is a program designed for students desiring entry-level positions in banks, savings and loan associations, credit unions, and financial institutions as file and accounting clerks, proof-machine operators, receptionists, and teller trainees.

The Certificate of Achievement-Finance is a program designed for students desiring entry-level positions as bill payment operators, loan and note clerks, customer clerks, and teller trainees. Fulfillment of the Certificate of Completion-Finance and an additional 16 required credits are necessary for this certificate.

The Associate in Science Degree-Finance is earned upon fulfillment of the Certificate of Completion (16 credits) and Achievement (additional 16 credits) in Finance as well as 16 credits in area of specialization and 12 credits of General Education courses. Students will be prepared for entry-level positions in financial institutions as commercial and note tellers, consumer and real estate loan officer trainees, escrow officer trainee, and management trainees.

*Note to Students: The Finance Program is in a transition year. Students should consult with a business instructor or program advisor regarding requirements. The Business Department chairperson and Assistant Dean must approve course equivalents for those courses marked ** below.*

Certificate of Completion— Finance (16 credits)

	Course	Total	
	Credits	Credits	
BMACH 20B**	Ten-Key	1	
BUS 55**	Computational Problems in Business	3	
ENG 55	Business Communications	3	
FIN 120	Survey of Financial Institutions	3	
OFPRO 40	Clerical Office Procedures	3	
TYPW 20**	Beginning Typewriting	3	16
			16

Certificate of Achievement— Finance (32 credits)

	Course	Total	
	Credits	Credits	
Certificate of Completion— Finance			16
ACC 24B/C**	Principles of Accounting I, Part I, II	3	
BMACH 20C**	Electronic Calculators	1	
COMUN 145*	Interpersonal Communications	3	
ECON 101	Consumer Economics	3	
FIN 121	Principles of Finance	3	
LAW 30	Principles of Business Law	3	16
			32

*With permission of advisor, SP 151 may be substituted.

Associate in Science Degree— Finance (60 credits)

	Course	Total	
	Credits	Credits	
Certificate of Achievement— Finance			32
<i>plus AREA OF SPECIALIZATION</i>			
(Student selects 16 credits)*			
ACC 25	Principles of Accounting II		
BUS 44	Survey of Investments		
BUS 50	Principles of Insurance		
BUS 70	Human Relations in Business		
FIN 93V	Cooperative Education		
ICS 100	Computers and Society		
MGT 120	Principles of Management		
OFPRO 42	Personal Development		
RE 100	Principles of Real Estate	16	16
<i>plus GENERAL EDUCATION</i>			
(With approval of program advisor, student selects 12 credits)			
	Humanities	3	
	Social Sciences	3	
	Math/Logic	3	
	Natural Sciences	3	12
			60

*Courses from the Accounting or Secretarial Science program may be substituted with the consent of program advisor.

Visitor Industry Program

Note to Students: The Visitor Industry Program is offered only on demand.

Upon receiving the Certificate of Completion in this program, the student will be able to conduct tours as a tour guide, tour escort, or tour driver. The student will have knowledge of cultural, historical, demographic, and scientific information of O'ahu, as well as know the correct pronunciation of Hawaiian words. A Certificate of Completion in the Visitor Industry (Tour Escort) Program will be awarded to students who successfully complete the following sequence of courses.

Certificate of Completion— Visitor Industry— Tour Escort (15 credits)

	Course	Total	
	Credits	Credits	
VISIT 20	Historic Sites of Honolulu	2	
VISIT 21	Historic Sites of Windward Oahu and the North Shore	2	
VISIT 22	Historic Sites of Leeward and Central Oahu	2	
VISIT 23	Human Relation and Communication Skills for Tour Drivers	2	8
			8

Military Science Courses

Military science and air science courses are offered through the University of Hawaii at Manoa. Windward students may enroll in these courses as concurrent students. For further information, contact the military departments at the Manoa Campus.

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. Students must be registered for at least one course during the semester in which they wish to participate in the independent studies project.

Independent study projects may take the form of cooperative education with the student receiving academic credit while being employed in a paying position. Students may use this format to explore career areas. Students who are already employed in a job related to a career choice, or to a course of fered 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 service by participating in an

organization on a voluntary basis. These projects are variable-credit, individualized learning experiences, with the number of credits awarded reflecting the level of difficulty and time commitment 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 a program of courses offered. The independent study project(s) must be submitted for approval to the Office of the Assistant Dean within (2) two weeks of the first day of class. No more than 12 credits in any combination of independent study, cooperative education, or non-college transfer level courses can be applied to meet the Associate Degree requirements. Procedural details may be obtained through an instructor or the Assistant Dean's Office.

Marine Option Program

The Marine Option Program promotes an awareness and understanding of the marine environment and of the impact of the marine sciences on all facets of life through academic study and the acquisition of a marine skill. The program enriches the general education of participating students and is available to students of all disciplines.

Students completing a prescribed program of study and demonstrating possession or acquisition of a marine skill may earn a Certificate of Completion in the Marine Option Program issued by the University of Hawaii at Manoa. Students complete either OCEAN 201 or ZOOLOGY 200 and other approved marine-related courses to earn a total of nine credits in this field of study. In addition, students must demonstrate possession or acquisition of an approved marine skill involving hands-on practical training in a marine-related activity.

For information about the program contact the Coordinator, Marine Option Program at Windward Community College.



Course Descriptions

The following pages list courses of instruction. Courses may not be offered each semester; students should refer to the Schedule of Classes prior to registration. Changes, additions, or deletions may be necessary, and when possible advance notice will be given.

Credit

The number of credits of each course is indicated by a number in parentheses following the title of each course.

Course Numbering

Each course is designated by an abbreviation which stands for the subject area of the course, followed by a number.

Courses numbered from 1-99 are generally not applicable for credit toward a baccalaureate degree but some are applicable to certificates and to the degrees of Associate in Arts or Associate in Science.

Courses numbered from 100-199 are initial or introductory courses.

Courses numbered from 200-299 are generally second-year courses in a sequence or development within a field of study.

Undergraduate courses ending in -97 or -98 are experimental courses and will be offered for only one year on this basis.

Courses ending in -99 are directed research or directed studies courses.

The suffix "L", when used, designates a laboratory course which is a companion course (whether required or not) to a given lecture course.

The suffix "V", when used, designates variable credit. The credit to be earned is arranged with the instructor by each student at the time of registration.

Courses which are (*) meet the College of Arts & Sciences core requirements of the University of Hawaii, Manoa, and also may be transferable to other four year colleges. Other courses may be acceptable by four year colleges, but students planning to transfer should consult the transfer institution directly.

COURSE DESCRIPTIONS

(Alphabetical Listing)

Accounting	27
Agriculture	27
Anthropology	28
Aquaculture	28
Art	28
Astronomy	30
Automotive Mechanics Technology	30
Biology	31
Botany	31
Business	31
Business Machines	32
Chemistry	32
Communications	33
Drama	33
Economics	33
English	33
Finance	36
French	36
Geography	36
Geology and Geophysics	36
Hawaiian	37
Hawaiian Studies	37
Health, Physical Education, & Recreation	37
History	39
Humanities	39
Independent Studies	40
Information and Computer Sciences	40
Interdisciplinary Studies	40
Japanese	41
Journalism	41
Law	41
Learning Skills	41
Management	41
Mathematics	42
Music	43
Oceanography	44
Office Procedures	44
Philosophy	45
Political Science	45
Psychology	45
Real Estate	46
Religion	46
Science	46
Shorthand	46
Social Science	47
Sociology	47
Speech	47
Transcription	48
Typewriting	48
Visitor Industry	48
Word Processing	49
Zoology	50

ACCOUNTING (ACC)

ACC 24B Principles of Accounting I, Part 1 (2)

Introduction to the basic structure of accounting; debiting and crediting; types of accounts and business transactions for a cash-basis service organization. (Offered Fall semester only.) (2 hrs. lect.)

Prerequisite: Ten-key and keyboarding skills.

ACC 24C Principles of Accounting I, Part 2 (2)

Introduction to the basic structure of accounting; debiting and crediting; types of accounts and business transactions for an accrual basis merchandising organization. (Offered Fall semester only.) (2 hrs. lect.)

Prerequisite: ACC 24B.

ACC 25 Principles of Accounting II (3)

A continuation of financial accounting with emphasis on accounting for inventories, plant and equipment, intangible assets, investments, long-term liabilities and owner's equity for partnerships and corporations; on financial accounting principles; and on preparing the statement of changes in financial position. (Offered Spring semester only.) (3 hrs. lect.)

Prerequisite: ACC 24B and ACC 24C.

ACC 26 Principles of Accounting III (3)

An introduction to managerial accounting including the following major topics: analysis of financial statements, cost-volume-profit analysis, cost accounting for manufacturers, budgeting, branch/department accounting and income taxes. (Offered Spring semester only.) (3 hrs. lect.)

Prerequisite: ACC 25.

ACC 32 Payroll Accounting (2)

An introduction to the principles and procedures of payroll accounting and the related principles, procedures, and terminology of various payroll taxes. (Offered Fall semester only.) (2 hrs. lect.)

Prerequisite: ACC 24B or ACC 201, or equivalent. See program advisor.

ACC 34B Income Tax Preparation (2)

An introduction to the principles, procedures, terminology, and personal applications of the Federal and Hawaii income tax. (Offered Spring semester only.) (2 hrs. lect.)

ACC 34C Income Tax Preparation for Small Business (1)

An introduction to the principles, procedures, terminology, and basic small business applications to the Federal income tax. (Offered Spring semester only.) (1 hr. lect.)

Prerequisite: ACC 34B.

ACC 35 General Excise Tax (1)

An introduction to Hawaii general excise and use tax law including preparation of application for license and monthly, quarterly, and annual returns. (Offered Spring semester only.) (1 hr. lect.)

Prerequisite: ACC 24B or ACC 201, or equivalent. See program advisor.

ACC 93V Cooperative Education (1-4)

This course provides college credit for paid work experience to reinforce knowledge and skills learned in accounting and business classes. Related instruction may be provided depending upon the requirements of the employer. Seventy-five hours of work per semester is required for each credit earned. One to four credits may be earned during one or more semester.

Prerequisite: Completion of all courses required for the Certificate of Achievement in Accounting (32 credits), and enrollment as an Accounting major.

ACC 201 Elementary Accounting I (3)

Introduction to accounting theory and methods used to record and report financial information; analysis of methods for valuing the assets, liabilities, and ownership of an organization. Concurrent registration in ACC 201L highly recommended. (Offered Fall semester only.) (3 hrs. lect.)

ACC 201L Elementary Accounting I Laboratory (1)

An optional laboratory course designed for students enrolled in ACC 201. Concurrent registration in ACC 201 required. (Offered Fall semester only.) (3 hrs. lab.)

ACC 202 Elementary Accounting II (3)

Introduction to methods for evaluating financial performance, including cost accounting, budgeting, break even analysis, ratio analysis, and sources and uses of funds. Concurrent registration in ACC 202L highly recommended. (Offered Spring semester only.) (3 hrs. lect.)

Prerequisite: ACC 201.

ACC 202L Elementary Accounting II Laboratory (1)

An optional laboratory course designed for students enrolled in ACC 202. Concurrent registration in ACC 202 required. (Offered same schedule as ACC 202.) (3 hrs. lab.)

AGRICULTURE (AG)

AG 17 Home Gardening (3)

Course intended for those who want to gain practical experience in growing plants. Students will also learn the basics of home gardening. (3 hrs. lect.)

AG 22 Soils Technology (3)

Course includes identification, preparation and fertilization of soils, amendments, potting media, sterilization, mulching, composting methods, and soil testing. (2 hrs. lect.; 3 hrs. lab.)

AG 40 Plant Identification (3)

Course includes identification, propagation, culture, growth habits, and use of plants adapted to Hawaii. (2 hrs. lect.; 3 hrs. lab.)

AG 41 Plant Disease and Pest Control (3)

Course includes the recognition of plant disease and other pests. Covers the application of the basic principles of pest control and the safe use of pesticides. (2 hrs. lect.; 3 hrs. lab.)

AG 42 Pesticide Safety (1)

Covers pesticide application, formulations, toxicity, transportation, storage, safety equipment, disposal, and rules and regulations governing their use. (1 hr. lect.)

AG 43 Plant Growth and Culture (4)

Course provides beginners and the experienced with a basis to better understand plant growth and development. It is an introduction to basic techniques and principles of Horticulture, the study of plant culture. (3 hrs. lect.; 3 hrs. lab.)

AG 49 Plant Propagation (3)

An introductory course in the principles and practices of plant propagation. Studies include seed and vegetative propagation of fruit, vegetable, and ornamental crops. Methods of plant propagation include propagation by seed, cuttings, grafting, budding, layering, and divisions. (2 hrs. lect.; 3 hrs. lab.)

AG 93V Cooperative Education (1-4)

A work-study course providing opportunities to reinforce skills learned in agriculture classes by applying them in an actual job situation. Related instructional seminars are provided as appropriate. (75 hrs. work experience per credit)

Prerequisites: Open to agriculture majors only. Instructor's permission is required.

AG 100 Agriculture Orientation: Careers (1)

Lectures, guest speakers, and field trips. Designed to familiarize students with different agricultural operations found in Hawaii. (1 hr. lect.)

*indicates course meets Arts and Sciences core requirements of University of Hawaii, Manoa and also may be transferable to most other four year colleges.

ANTHROPOLOGY (ANTH)***ANTH 150 Human Adaptation (3)**

Human variation, physical and cultural, examined for its adaptiveness. Alternative explanations of human behavior, with implications for the future. (3 hrs. lect.)

***ANTH 200 Cultural Anthropology (3)**

Nature of culture; introduction to basic concepts for analyzing cultural behavior; patterning, integration, and dynamics of culture; culture and the individual. (3 hrs. lect.)

AQUACULTURE**AQUA 106 Small Scale Aquaculture (4)**

Survey of possibilities of small scale aquaculture. Application of basic biological and ecological concepts and theories to the selection, planning and design of small scale aquaculture systems. Lecture/laboratory/fieldtrip course. (3 hrs. lect.; 3 hrs. lab.)

**ART (ART)**

Note to Students: At UHM, ART 101, 113, 114, 115 and 116 are prerequisite to all studio courses numbered 200 and above, and are required for a B.F.A. degree.

***ART 101 Introduction to the Visual Arts (3)**

Focuses 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. (3 hrs. lect.)

***ART 105 Elementary Studio: Ceramics (3)**

Studio experience mainly for non-majors. An introduction to clay as an art medium. Emphasis on basic handbuilding techniques and on decorating, glazing, and firing of ceramic pieces. (2 hrs. lect.; 4 hrs. studio)

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

Studio experience mainly for non-majors. Introduction to 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. (2 hrs. lect.; 4 hrs. studio)

***ART 107 Elementary Studio: Photography (3)**

Studio experience mainly for non-majors. An introduction to black and white photography emphasizing a variety of picture-making techniques. Assignments and field trips. (2 hrs. lect.; 4 hrs. studio)

Student must have camera with adjustable shutter speeds and aperture settings. Approximate cost of materials—\$40

***ART 108 Elementary Studio: Drawing and Painting (3)**

Studio experience mainly for non-majors. Lectures and studio projects. Emphasis on the fundamentals of drawing and painting. (2 hrs. lect.; 4 hrs. studio)

***ART 109 Elementary Studio: Drawing and Painting—Eastern (3)**

Introduction to Eastern and contemporary ink brush techniques of drawing and painting. Emphasis on the artistic creativity of the individual. Basic principles of design and elements of form will be explained. (Not offered regularly.) (2 hrs. lect.; 4 hrs. studio)

ART 113 Foundation Studio: Drawing (3)

Introduces various drawing techniques and materials focusing on line drawing, shaded drawing, and the use of perspective. The student's understanding of art is expanded through the study of the works of old and modern masters. The instructor works individually with each student during studio time. (Offered Spring semester only.) (2 hrs. lect.; 3 hrs. studio)

Prerequisite: Credit or registration in ART 101.

ART 114 Foundation Studio: Color (3)

Introduces how to use colors creatively in order to achieve a particular effect or mood. The properties of colors are studied and the three basic approaches to painting are explained: opaque application, transparent layer on layer (printing, glazing, water-color), and optical mixtures (pointillism). The proper use of pigments, binders, and diluents is also discussed. (Offered Spring semester, 1985) (2 hrs. lect.; 4 hrs. studio)

Prerequisite: Credit or registration in Art 101

ART 115 Foundation Studio: Design (3)

Introductory course in two-dimensional design, its relationship to the objects we create, and their effect on our environment. The basic design principles of proportion, harmony, and balance are presented and the student develops creative solutions to design problems. (Offered Fall semester, 1984) (2 hrs. lect., 4 hrs. studio)

Prerequisite: Credit or registration in ART 101.



ART 116 Foundation Studio: Sculpture (3)

Focuses on building three-dimensional forms and structures using various approaches and materials, as well as the designing of creative environments. The student's awareness of the natural order and the aesthetic aspect of design is broadened and the student learns the use of color, proportion, space, and movement in a three-dimensional structure. (Offered Fall semester, 1985) (2 hrs. lect.; 4 hrs. studio)

Prerequisite: Credit or registration in Art 101

ART 150 Intermediate Studio: Ceramics (3)

Intermediate ceramics involves more advanced projects in handbuilding and more familiarity with the operation and maintenance of ceramic equipment. (Offered Spring semester only.) (2 hrs. lect.; 4 hrs. studio)

Prerequisite: Art 105.

ART 150B Intermediate Studio: Ceramics (3)

Intermediate ceramics involves more advanced projects in wheelthrowing and more familiarity with the operation and maintenance of ceramic equipment. (Offered Spring semester only.) (2 hrs. lect.; 4 hrs. studio)

Prerequisite: Art 105B.

ART 213 Intermediate Drawing (3)

Development of the ideas introduced in ART 113; drawing concepts unique to this century, and an introduction to figure drawing. (Offered Fall semester only.) (2 hrs. lect.; 3 hrs. lab)

Prerequisite: ART 101, 113, or consent of instructor.

ART 223 Introduction to Painting (3)

Introduction to oil painting. Basic technical information and approaches to painting. (Offered Spring semester only.) (2 hrs. lect.; 4 hrs. lab.)

Prerequisite: ART 101, 113, 114 or consent of instructor.

ASTRONOMY (ASTR)

ASTR 110 Introduction to Astronomy (3)

Introduction to the astronomical universe for non science students. (Not offered regularly.) (3 hrs. lect.)

* indicates course meets Arts and Sciences core requirements of University of Hawaii, Manoa and also may be transferable to most other four year colleges.

AUTOMOTIVE MECHANICS TECHNOLOGY (AMT)

AMT 20 Introduction to Automotive Mechanics (3)

This course is designed to provide the student with a basic knowledge and the minimum skills to perform preventative maintenance and repairs on automobiles. It will provide the student with a basic understanding of the major automotive systems which will also provide the basis for further detailed training in automotive systems repair. (5 hrs. lect.; 5 hrs. lab. 8 week term)

AMT 30 Engines (6)

This course will provide the student with the knowledge and skills to understand the fundamentals of piston engine operation and to service the various components of the piston engine. (10 hrs. lect.; 10 hrs. lab. 8 week term)



AMT 40B Fuel Systems (3)

This course will provide the student with the knowledge and skills to perform component replacement, trouble diagnosis, and repair to the automotive fuel system. (5 hrs. lect.; 5 hrs. lab. 8 week term)

AMT 40C Electrical Systems (3)

This course will cover electrical fundamentals, starting, charging, and accessory systems. (5 hrs. lect.; 5 hrs. lab. 8 week term)

AMT 40E Ignition System (3)

To provide the student with the knowledge and skills to perform component replacement, trouble diagnosis, and repair to the automotive ignition system. (5 hrs. lect.; 5 hrs. lab. 8 week term)

AMT 53 Brakes (3)

This course is designed to cover hydraulic brake fundamentals, servicing, and diagnosing brake problems in the automobile. (5 hrs. lect.; 5 hrs. lab. 8 week term)

AMT 55 Suspension and Steering (3)

This course will cover steering and suspension fundamentals, inspection, repair, and adjustments to suspension and steering systems. (5 hrs. lect.; 5 hrs. lab. 8 week term)

AMT 60 Automotive Diagnosis and Repair (6)

To provide the student with knowledge and skills to diagnosis and repair certain automotive systems related to tune up and drivability. Develops skills in trouble shooting and in emission control system maintenance. (10 hrs. lect.; 10 hrs. lab. 8 week term)

AMT 60D Powertrain and Manual Transmissions (3)

This course will cover drive-train fundamentals, inspection, repair, and adjustments. It will cover manual transmissions, clutches, differentials, and drive shafts. (5 hrs. lect.; 5 hrs. lab. 8 week term)

AMT 60E Automatic Transmissions (3)

This course will cover automatic transmission fundamentals along with testing, repair, and overhaul procedures to automatic transmissions and related components. (5 hrs. lect.; 5 hrs. lab. 8 week term)

BIOLOGY (BIOL)***BIOL 100 Human Biology (3)**

Introduction to structure and functions of cells, tissues, organs, and systems of the human body. Topics related to physical fitness, nutrition, health, and disease. *Not intended for science majors.* Students who have received credit for or are currently enrolled in ZOOL 101 may not receive credit for BIOL 100. (3 hrs. lect.)

BOTANY (BOT)***BOT 101 General Botany (4)**

Introduction to plant structure, function, reproduction, and evolution; plants in relation to the environment and human activities. Lecture/laboratory/field trip course. (3 hrs. lect.; 3 hrs. lab.)

High school biology recommended.

***BOT 105 Ethnobotany (3)**

Hawaiian plants, native and early-introduced, and their role in Hawaiian culture, particularly during Pre-Cook period. Lecture/field trip course. Meets Social Science area requirement. (Offered once a year.) (3 hrs. lect.)

***BOT 130 Plants in the Hawaiian Environment (4)**

Introduction to evolution of plant communities and species of Hawaiian ecosystems; ecological interactions; observations, identification and systematics of native and introduced flora. Lecture/laboratory/field trip course. (3 hrs. lect.; 3 hrs. lab.)

BOT 160 Identification of Tropical Plants (3)

Non-technical course in identification of common plants of tropics; includes native and introduced flora. (Offered once a year.) (3 hrs. lect.)

BOT 181 Plant Sea Life (4)

Survey of marine plants. Major macroalgal groups, phytoplankton, and marine flowering plants. General structure, life-histories, ecology, distribution, interaction with certain animal groups; mariculture, industrial, and food uses. Lecture/laboratory/field trip course. (Not offered regularly.) (3 hrs. lect.; 3 hrs. lab.)

Ability to swim recommended.

BUSINESS (BUS)**BUS 25 Starting a Business (3)**

This course prepares persons for successful operation of a business, to educate future entrepreneurs regarding accepted and proven business procedures, and to develop a support network among non-traditional business owners. Upon completion of the course, each participant will have completed a one-year business plan. (3 hrs. lect.)

Prerequisite: Consent of instructor.

BUS 44 Survey of Investments (3)

The principles and problems of investing are approached from the consumer's viewpoint. Fundamentals of common and preferred stocks, bonds, mutual funds, investing in real estate, understanding financial statements, taxes, investing as a creditor or owner, and regulation of the securities industry are explained. (3 hrs. lect.)



BUS 50 Principles of Insurance (3)

A fundamental course covering basic ideas, problems, and principles found in all types of modern insurance. Course emphasizes the nature of risk, the institution of insurance, fundamentals of insurance contracts, property liability, life, and health insurance. (3 hrs. lect.)

BUS 55 Computational Problems in Business (3)

This course develops math skills in problem-solving in accounting, banking/finance, insurance, retailing, and related business fields. It may also be a practical refresher course for those currently employed in business. (3 hrs. lect.)

Prerequisite: MATH 1 or equivalent. See program advisor.

BUS 70 Human Relations in Business (3)

A study in understanding human relations concepts and problems as they apply to the business environment. Emphasis is placed on the development of attitudes and skills required in dealing with people to bring about successful business operations and satisfaction for the employee in a business environment. (Offered Spring semester only.) (3 hrs. lect.)

BUS 120 Principles of Business (3)

Fundamental principles of economics and management; survey of types of businesses, production, marketing, accounting, money and banking, finance, insurance, personnel and labor relations, and information systems; and the relationships of business to its environment. (Offered Fall semester only.) (3 hrs. lect.)

*indicates course meets Arts and Sciences core requirements of University of Hawaii, Manoa and also may be transferable to most other four year colleges.

BUSINESS MACHINES (BMACH)

BMACH 20 Electronic Calculators and Business Applications (3)

Reviews basic math, covers ten-key by touch, and develops proficiency in solving business math application problems using special features of the calculator. Speed of 50 ndpm required upon completion of course. (3 hrs. lect.)

Prerequisite: MATH 1 or satisfactory score on placement test.

CHEMISTRY (CHEM)

Note to Students: Each chemistry course requires a separate registration for both the lecture and laboratory/field trip course(s).

***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. Not recommended for students who have completed a high school Chemistry course in the past two years with a grade of C or better. (3 hrs. lect.)

***CHEM 100L Chemistry and Man Laboratory (1)**

Experiments in everyday chemistry. (3 hrs. lab.)

Prerequisite: Credit or registration in CHEM 100.

***CHEM 151 Elementary Survey of Chemistry (3)**

A non-rigorous but adequate background in fundamentals of chemistry. Suitable as preparation for technical training in the life sciences or for CHEM 161. Students will not receive credit for both CHEM 151 and 161. Not recommended for students who have taken a previous chemistry course. (Offered Fall semester only.) (3 hrs. lect.)

***CHEM 151L Elementary Survey of Chemistry Laboratory (1)**

Experiments introducing laboratory techniques and illustrating chemical principles; supplemented by films, demonstrations, and problem sessions. A section of this course will be offered for students in CHEM 161. (3 hrs. lab.)

Prerequisite: Credit or registration in CHEM 151 or CHEM 161.

CHEM 161 General Chemistry (3)

Basic principles of chemistry. Introduction to concepts including chemical calculations, electronic structure, chemical bonding, solutions. Recommended concurrent registration in special section of CHEM 151L. (3 hrs. lect.)

Prerequisite: 2 years of high school algebra, high school chemistry, and satisfactory score on screening exam. Students will not receive credit for both CHEM 151 and 161.

CHEM 162 General Chemistry (3)

Basic principles of chemistry. Introduction to concepts including thermochemistry, kinetics, equilibrium. Required concurrent registration in CHEM 171L. (3 hrs. lect.)

Prerequisite: Credit in CHEM 161

Note to Students: CHEM 161 and 162 may meet Arts and Sciences core requirements at UHM.

***CHEM 171L General Chemistry Laboratory (1)**

Laboratory experiments illustrating fundamental principles of chemistry. (3 hrs. lab.)

Prerequisite: Credit or registration in CHEM 162.

COMMUNICATIONS (COMUN)

COMUN 145 Interpersonal Communications (3)

Introduction to theory and practice of interpersonal communication. Emphasis on practical application of theory to improve communication skills, interpersonal relationships, and reduce communication breakdowns. Required for all Business majors. (3 hrs. lect.)

DRAMA (DRAMA)

***DRAMA 101 Introduction to Drama and Theatre (3)**

Study of changing forms in theatre and dramatic literature via representative plays; introduction to theatrical production. Attendance at 3 plays is required. (3 hrs. lect.)

***DRAMA 221 Acting I (3)**

Performance course concentrating on voice, relaxation, body-awareness, and freedom from self-consciousness through theatre games, improvisation, and exercises. Emphasis on ensemble work. Attendance at 4 plays is required. (3 hrs. lect.)

***DRAMA 222 Acting II (3)**

Performance course concentrating on exploration of character creation; continued work on voice, relaxation, and self-realization. Attendance at 4 plays is required. (3 hrs. lect.)

Suggested requirement: DRAMA 221 or consent of instructor.

DRAMA 260 Dramatic Production (3)

Introduction to process of converting a play into performance. Students are required to participate in at least one aspect of an actual production. (Not offered regularly.) (3 hrs. lect.)

ECONOMICS (ECON)

ECON 101 Consumer Economics (3)

A review of basic economic concepts including consumer behavior, and the interrelationship between consumers, businesses, and government. An application of economic principles to consumer issues and personal finance. (3 hrs. lect.)

***ECON 120 Introduction to Economics (3)**

Nature of economic problems and economics; price system, supply and demand, competition, market failure, role of government, national income, monetary system, unemployment, and inflation. (3 hrs. lect.)

***ECON 150 Principles of Macroeconomics (3)**

Study of the economic forces which determine a country's income, employment, and prices. Roles of consumers, businesses, banks, and governments are explored. (3 hrs. lect.)

Recommended that students also take ECON 151 but not necessarily the same semester.

***ECON 151 Principles of Microeconomics (3)**

Study of how individuals make decisions which effect their income and wealth; how firms make decisions which affect profits and production. Relationship to demand, supply and prices of goods, and natural resources. (Offered Spring semester only.) (3 hrs. lect.)

Recommended that students also take ECON 150 but not necessarily the same semester.

Note to students: At the University of Hawaii, Manoa campus, generally no more than 6 credits for ECON 120, 150, and 151 will be accepted. Students planning to attend the College of Business Administration at UHM should not enroll in ECON 120.

ENGLISH (ENG)

ENG 1 Reading I (3)

Provides individualized instruction in phonics, word-attack skills, vocabulary, spelling, reading comprehension, and basic writing. (3 hrs. lect.; 2 hrs. lab.)

Prerequisite: Nelson-Denny Reading Test score of 30 or lower or recommendation of instructor.

ENG 9 Basic Reading Skills (3)

A basic reading course. Concurrent registration in ENG 10 required. Emphasis is placed on developing basic comprehension skills and vocabulary. (3 hrs. lect.)

Prerequisite: ENG 1 or score of 31 to 41 on the Nelson-Denny Reading Test.

ENG 10 Basic Writing Skills (3)

A basic writing course. Concurrent registration in ENG 9 is required. Emphasis is placed on basic grammar, English sentence structure, and English sentence patterns. (3 hrs. lect.)

Prerequisite: ENG 1 or score of 31 to 41 on the Nelson-Denny Reading Test.

ENG 21 Intermediate Reading (3)

Helps student improve reading ability. Emphasizes vocabulary development, improved comprehension, and a more positive attitude toward reading. Course may be repeated upon consent of instructor. (3 hrs. lect.)

Prerequisite: ENG 9, or score of 42 to 52 on the Nelson-Denny Reading Test, or consent of instructor.

ENG 22 Introduction to Expository Writing (3)

A refresher course focusing on grammar, punctuation, well-formed sentences, and paragraphs. Required for Business majors before taking ENG 55, Business Communications. (3 hrs. lect.)

Prerequisite: ENG 10, or score of 42 to 52 on the Nelson-Denny Reading Test, or consent of instructor.

ENG 55 Business Communications (3)

A business communication course designed to develop skills in listening, speaking, and writing in the business office environment. Emphasis on effectively communicating through letters and report writing and the use of correct style and formats. This course is useful for business students as well as those desiring a refresher course. (3 hrs. lect.)

Prerequisite: ENG 22 or equivalent; TYPW 20 or typing speed of 35 wpm.

***ENG 100 Expository Writing (3)**

A composition course including the process of writing, description, narration, exposition, and argument. Unity, development, organization, continuity, and other basic writing skills necessary for college writing are stressed. (3 hrs. lect.)

Prerequisite: ENG 22 or score above 52 on the Nelson-Denny Reading Test.

ENG 102 College Reading Skills (3)

Emphasizes speed, vocabulary, comprehension, and critical reading. Develops skimming, scanning, and study reading techniques. Course may be repeated upon consent of instructor. (3 hrs. lect.)

Prerequisite: Score of 58 and above on the Nelson-Denny Reading Test.

ENG 180 Continuing Writer's Workshop (3)

An advanced writing course to develop the skills acquired in ENG 100 or its equivalent. It stresses regular writing for an audience, reader response, and final editing. (3 hrs. lect.)

Prerequisite: ENG 100 or equivalent, or consent of instructor.

ENG 210 The Research Paper (3)

Practice in skills needed in writing research papers: methods of gathering and evaluating primary and secondary evidence and of presenting arguments. (Offered occasionally.) (3 hrs. lect.)

Prerequisite: ENG 100 or equivalent.

ENG 211 Autobiographical Writing (3)

Practice in writing clear, effective prose based on the writer's own experience and ideas. (Offered occasionally.) (3 hrs. lect.)

Prerequisite: ENG 100.

ENG 212 Argumentative Writing (3)

Inquiry into the nature of argumentative prose; practice in framing an issue, inventing a thesis, and developing reasoned support for the thesis. (Offered occasionally.) (3 hrs. lect.)

Prerequisite: ENG 100.

ENG 215 Language and Media (3)

A composition course which focuses on analyzing language use in films, television, and advertising; it studies the interrelationship of media and their effect on us, as well as special uses of language and prose in these media. (Offered occasionally.) (3 hrs. lect.)

Prerequisite: ENG 100

***ENG 250 Major Works of American Literature (3)**

An introductory literature course including drama, poetry, essays, short stories, and novels of major American writers. Emphasis is placed on discussion of and writing about characteristics and themes of the works. (3 hrs. lect.)

Prerequisite: ENG 100, or consent of instructor.

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

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. (Offered alternate years.) (3 hrs. lect.)

Prerequisite: ENG 100, or consent of instructor.

*indicates course meets Arts and Sciences core requirements of University of Hawaii, Manoa and also may be transferable to most other four year colleges

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

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. (Offered alternate years.) (3 hrs. lect.)

Prerequisite: ENG 100, or consent of instructor.

***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. (Offered alternate years.) (3 hrs. lect.)

Prerequisite: ENG 100, or consent of instructor.

***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 char-

acteristics and themes of the works. (Offered alternate years.) (3 hrs. lect.)

Prerequisite: ENG 100, or consent of instructor.

***ENG 255 Introduction to Short Story and the Novel (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. (3 hrs. lect.)

Prerequisite: ENG 100, or consent of instructor.

***ENG 256 Introduction to Poetry and Drama (3)**

An introductory literature course featuring techniques of reading and analyzing poetry and drama. Emphasis is placed on discussion of and writing about characteristics and themes of the works. (3 hrs. lect.)

Prerequisite: ENG 100, or consent of instructor.

***ENG 257 Themes in Literature (3)**

Selected topics in literature drawn from a cross section of literary types and periods. (Not offered regularly.) (3 hrs. lect.)

Prerequisite: ENG 100, or consent of instructor.



FINANCE (FIN)

FIN 93V Cooperative Education (1-4)

This course provides college credit for paid work experience to reinforce knowledge and skills learned in finance and business classes. Related instruction may be provided depending upon the requirements of the employer. Seventy-five hours of work per semester is required for each credit earned. One to four credits may be earned during one or more semesters.

Prerequisite: Credit or concurrent registration in FIN 120 and OFPRO 40.

FIN 120 Survey of Financial Institutions (3)

Course provides student an understanding of the operations of financial institutions and of the interrelationships between their operations and economic activity. (3 hrs. lect.)

FIN 121 Principles of Finance (3)

A study of the structure and operation of Business Finance, Consumer Finance, International Finance, Public Finance, and Public Policy. (3 hrs. lect.)

Prerequisite: FIN 120.

FRENCH (FR)

*FR 101 Elementary French I (4)

An elementary course in basic conversation, grammar, and reading conducted entirely in French. Laboratory requirement. (Offered Fall semester only.) (5 hrs. lect./lab.)

*FR 102 Elementary French II (4)

Continuation of FR 101. (Offered Spring semester only, usually in the evening.) (5 hrs. lect./lab.)

Prerequisite: FR 101.

FR 201 Intermediate French I (3)

Second level course in French covering grammar review, conversation, reading, composition, and culture. Conducted entirely in French. (Offered only when there are sufficient numbers of students.) (4 hrs. lect./lab.)

Prerequisite: FR 102.

FR 202 Intermediate French II (3)

Continuation of FR 201. (Offered only when there are sufficient numbers of students.) (4 hrs. lect./lab.)

Prerequisite: FR 201.

* indicates course meets Arts and Sciences core requirements of University of Hawaii, Manoa and also may be transferable to most other four year colleges.

GEOGRAPHY (GEOG)

*GEOG 101 Man's Natural Environment (3)

Survey of man's natural environment; distribution and interrelationships of climates, vegetation, soil, and land forms. (Meets Natural Science area requirement.) (3 hrs. lect.)

Strongly recommend concurrent enrollment in laboratory, GEOG 101L.

*GEOG 101L Man's Natural Environment Laboratory (1)

Analysis by use of maps, air photos, field and laboratory observation, and experimentation. Emphasis on Hawaii and on human modification of environment. (3 hrs. lab.)

Prerequisite: Credit or concurrent enrollment in GEOG 101.

GEOLOGY AND GEOPHYSICS (GG)

*GG 101 Introduction to Geology (4)

Man's natural physical environment; the landscape, rocks and minerals; rivers and oceans; volcanism, earthquakes, and other processes inside the earth; effects of man's use of the earth and its resources. Laboratory study of minerals, rocks, and topographic and geologic maps. Lecture/laboratory/field trip course. (3 hrs. lect.; 3 hrs. lab.)

*GG 102 General Geology and Geophysics (4)

Measurement of geologic time; origin and history of continents and oceans; earth's interior and continental drift; origin of life and its evolution in response to past climates, environments, and other life; geologic history of vertebrate animals including man; study of geologic maps; fossils; water, fuel, and ore deposits. Lecture/laboratory/field trip course. (3 hrs. lect.; 3 hrs. lab.)

*GG 200 Geology of the Hawaiian Islands (3)

An introduction to the development of land forms in Hawaii. Discussion topics include volcanic activity, weathering, erosion, ground water resources, coral reefs and beaches, and identification of rock types. Field trips arranged. (3 hrs. lect.)

Note to Students: Any one of the following courses meets the laboratory/field trip requirement for GG 200. Each lecture and laboratory/field trip course requires a separate registration. Each course costs approximately \$125.

GG 210 Oahu Field Geology (1)

12 half-day Saturday field trip and laboratory sessions relating to the Geology of Oahu.

Prerequisite: Completion of or concurrent registration in GG 200, or consent of instructor.

GG 211 Big Island Field Geology (1)

A four-day field trip on the island of Hawaii. A survey of Hawaiian volcanic processes is illustrated by studying Kilauea, Mauna Kea, Hualalai, and Kohala volcanoes. Students are responsible for air and ground transportation, meals, and lodging. (Offered Fall semester only.)

Prerequisite: Completion of or concurrent registration in GG 200, or consent of instructor.

GG 212 Maui Field Geology (1)

A four-day field trip on the island of Maui. A survey of Hawaiian volcanology and geomorphology illustrated by field studies of Haleakala and West Maui volcanoes. Students are responsible for air and ground transportation, meals, and lodging. (Offered alternate years.)

Prerequisite: Completion of or concurrent registration in GG 200, or consent of instructor.

GG 213 Moloka'i, Lana'i, and Kahoolawe Field Geology (1)

A four-day field trip on the islands of Moloka'i and Lana'i. Field studies of East Moloka'i, West Moloka'i, Mokolua (Kalaupapa) and Lana'i volcanoes, and an air tour of Kahoolawe volcano. Students are responsible for air and ground transportation, meals, and lodging. (Offered alternate years.)

Prerequisite: Completion of or concurrent registration in GG 200, or consent of instructor.

GG 214 Kauai and Niihau Field Geology (1)

A four-day field trip on the island of Kauai. Field studies of Koke'e (Waimea Canyon), Koloa, and Hanalei areas and directed reading on Niihau geology. Students are responsible for air and ground transportation, meals, and lodging. (Offered alternate years.)

Prerequisite: Completion of or concurrent registration in GG 200, or consent of instructor.

HAWAIIAN (HAW)***HAW 101 Elementary Hawaiian I (4)**

An elementary course in the Hawaiian language which focuses on rules of grammar, the building of an adequate vocabulary to facilitate conversation, and reading of selected materials at an elementary level and pattern drills. (Offered Fall semester only.) (5 hrs. lect./lab.)

***HAW 102 Elementary Hawaiian II (4)**

Continuation of HAW 101. (Offered Spring semester only, usually evening.) (5 hrs. lect./lab.)

Prerequisite: HAW 101.

***HAW 201 Intermediate Hawaiian I (4)**

Continuation of HAW 102 with emphasis on increasing proficiency in use of major sentence pat-

terns in reading, writing, conversation, and translation. (Offered only when there are sufficient numbers of students.) (5 hrs. lect./lab.)

Prerequisite: HAW 102.

***HAW 202 Intermediate Hawaiian II (4)**

Continuation of HAW 201. (Offered only when there are sufficient numbers of students.) (5 hrs. lect./lab.)

Prerequisite: HAW 201.

HAWAIIAN STUDIES (HAWNA)***HAWNA 231 Hawaiian Culture I (3)**

Hawaiian cultural values as they were portrayed in the social, economic, political, psychological, and religious systems of ancient Hawai'i and the changes they underwent through time. This course may be applied to the B.A. language/culture core requirements at U.H. Manoa. (Offered alternate Spring semesters.) (3 hrs. lect.)

***HAWNA 233 Hawaiian Culture II (3)**

This course is designed to introduce the culture of Hawai'i, by emphasizing the political, social, economic, and religious aspects of the arts and culture of Hawai'i between the 1890's and today. This course may be applied to the B.A. language/culture core requirements at U.H. Manoa. (Offered alternate Spring semesters.) (3 hrs. lect.)

HEALTH, PHYSICAL EDUCATION, AND RECREATION (HPER)**HPER 101 Physical Fitness (2)**

Designed to improve physical fitness levels through an intensive program of physical activity. Programs developed in exercise, jogging, weight training, and universal gym. (1 hr. lect.; 2 hrs. lab.)

Prerequisite: Medical clearance.

HPER 103 Swimming: Beginning (1)

Instruction in basic strokes and personal safety skills, including drownproofing. Optimum goal is to learn to enjoy swimming as a recreational activity. (Offered alternate years only.) (4 hrs. lab.—8-week term)

Prerequisite: Medical clearance.

HPER 104 Swimming: Intermediate (1)

Refinement of basic strokes with added emphasis on swimming for distance. Continued work on personal safety skills including basic rescues and water safety. (Offered alternate years only.) (4 hrs. lab.—8-week term)

Prerequisite: Ability to swim 25 yards continuously and medical clearance.



HPER 123C Folk and National Dances of the Pacific (3)

Dances and songs from Hawaii, New Zealand, Tonga, Samoa, Tahiti, and Fiji, focusing on the use of various instruments, dance techniques, and musical language. The course will stress cultural awareness through field trips, (during class time) resource persons, and class activities. (Offered Spring semester only.) (3 hrs. lect.; 1 hr. rehearsal)

HPER 124 Dances of Hawaii I (1)

Beginning course in hula covering fundamental steps and movements of the dance without instruments. (Offered Fall semester only.) (4 hrs. lab—8-week term)

HPER 125 Dances of Hawaii II (1)

Second-level course in hula focusing on more complex steps and dances. Dances using instruments will be stressed. (Offered Fall semester only.) (4 hrs. lab—8-week term)

Prerequisite: HPER 124 or consent of instructor.

HPER 130 Beginning Tennis (1)

Designed to acquaint the student with the basic rules and etiquette of tennis: forehand and backhand strokes, serving, volleying, singles, and doubles play. (2 hrs. lab.)

HPER 131 Intermediate Tennis (1)

Second-level course to improve basic strokes and learn lob, drop shot, overhead smash, and half volley. Basic strategy of singles and doubles play. (2 hrs. lab.)

Prerequisite: HPER 130 or equivalent skills.

HPER 132 Advanced Tennis (1)

Designed to perfect basic strokes, chops, volley, overhead smash, and lobs. Physical conditioning and court strategy for singles and doubles play. (2 hrs. lab.)

Prerequisite: HPER 131 or equivalent skills.

HPER 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. (Offered Fall semester only.) (2 hrs. lab.)

HPER 137 Basketball (1)

Introductory course in basketball covering game rules, offensive and defensive strategies and plays, passing, shooting, dribbling, and rebounding. (Offered Spring semester only.) (2 hrs. lab.)

HPER 158 Women in Transition: Physical Fitness (3)

This course allows students to start each day with a full charge of positive energy, to develop a positive



self-image, to condition oneself for health, to stimulate interest and desire for physical fitness, and to continue basic exercise throughout life as part of one's daily routine. (3 hrs. lect.)

Prerequisite: Consent of instructor and concurrent registration in IS 111, IS 112, and IS 113, and medical clearance.

HPER 174 Advanced Lifesaving (2)

This course provides knowledge of lifesaving skills for personal safety and safety of others. Includes Red Cross Basic Rescue and Water Safety, and Advanced Lifesaving certification. (Offered Spring semester only.) (1 hr. lect.; 2 hrs. lab.)

Prerequisite: Strong basic strokes, swim 440 yards, and medical clearance.

HISTORY (HIST)

*HIST 151 World Civilization I (3)

A survey course focusing on significant historical events and patterns of development in world civilizations from the pre-historic period to the 1500's. (3 hrs. lect.)

*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. (3 hrs. lect.)

Note to Students: HIST 151 and 152 meet the six credits world civilization requirement for a B.A. degree.

HIST 224 History of Hawaii (3)

A general study of the social political and economic development of Hawaii from the ancient Hawaiians to the present. (Offered Fall semester only.) (3 hrs. lect.)

*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. (3 hrs. lect.)

*HIST 242 Civilizations of Asia II (3)

A survey course focusing on the changes/development of the major civilizations of East Asia, South

and Southeast Asia from the Sixteenth Century to the present. Particular emphasis placed on an analysis of representative Asian societies, the Asian response to the West, and Asian nationalism. (3 hrs. lect.)

*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. (3 hrs. lect.)

*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. (3 hrs. lect.)

HUMANITIES (HUM)

HUM 20 Introduction to the Humanities (3)

Introduction to critical thinking. This course will focus on the question: What does it mean to be human? Selected materials from literature, arts, history, and science/technology will be examined for possible answers to the question stated above. (Offered alternate years only.) (3 hrs. lect.)

HUM 120 Themes in the Humanities: Business in American Literature (3)

Integrates business concepts and humanistic values by studying the presentations of business and business people through American writing and films. (Offered alternate years only.) (3 hrs. lect.)



HUM 193V Cooperative Arts and Science Education (Case) (1-4)

A work-study course providing opportunities to reinforce skills learned in the Humanities area and to apply those skills in actual job situations. (75 hours of work experience per credit)

Prerequisite: 12-16 credits, general curricula.

INDEPENDENT STUDIES

— — —, 99, 199, 299 Independent Studies (1-3)

Independent study courses offer the student an opportunity to participate in the creation of academic learning experiences geared to individual needs, interests, aptitudes, and desired outcomes.

Any student registering at WCC may design an independent study project which may be proposed at three levels—*Developmental (99)*, *Introductory (199)*, or *Enrichment (299)*. These courses must be managed by at least one student-selected advisor and be approved by the advisor's Assistant Dean within the first two weeks of the first day of class. An advisor may recommend particular preparation before a student may undertake a project.

An independent study project could take the form of self-directed reading, research, field work experience, public performance, or an occupational experience (see p. 00 for further details on how to arrange for this).

INFORMATION AND COMPUTER SCIENCES (ICS)

ICS 100 The Computer and Its Role in Society (3)

A non-technical introduction to computers and their use in the modern world, social benefits and problems created by the computer revolution, and implications for the future. This course may be taken by the non-specialist who is interested in the use of computers. (3 hrs. lect.)



* indicates course meets Arts and Sciences core requirements of University of Hawaii, Manoa and also may be transferable to most other four year colleges.

ICS 160 Introduction to Computer Science I (4)

Introduction to computer science and computer programming. Demonstration and experience in writing and running programs in the BASIC language on the computer. Techniques for applying computers in various fields. Impact and issues of computer use on society. (3 hrs. lect.; 3 hrs. lab.)

Prerequisite: Two years of high school algebra, Math 27 or equivalent, or consent of instructor.

INTERDISCIPLINARY STUDIES (IS)

IS 105 Career Exploration and Planning (3)

Preparation for effective career decisions, personal evaluation of interests, values and skills, occupational testing and survey of occupational resources, development of a career profile, preparation of resumes, employment interview and job-seeking techniques, and introduction to cooperative education. Primarily for persons seeking direction with reference to career decisions. (3 hrs. lect.)

IS 108 Values Clarification (3)

A course to familiarize the student with a variety of approaches and techniques that can be used in the process of values clarification. There is an emphasis on experiential learning when the students have the opportunity to participate in values conflict situations that will enable them to assess and compare the techniques studied. (3 hrs. lect.)

IS 110 The Art of Helping (3)

A systematic, developmental, step-by-step skill mastery course focusing on competency-based instructional learning modules. The training process presents four distinct sets of helping skills. These skills are effective requirements for the individual in a "helping" relationship. The course would result in trained and competent HELPERS. (Offered Spring semester only.) (3 hrs. lect.)

IS 111 Women in Transition: Skills in Building Self-Confidence (3)

A skill-building course designed to assist women in developing and maintaining of self-confidence and self-reliance. Students explore and experience positive strategies and communication skills for examining, evaluating, and planning a program of personal growth. (3 hrs. lect.)

Prerequisite: Consent of instructor and concurrent registration in HPER 158, IS 112, and IS 113.

IS 112 Women in Transition: Preparation for and Examination of Career Alternatives (3)

A career exploration course including initial preparation for effective career decisions, personal skill

identification, career profile development, resume preparation, and employment interview techniques. The target population is displaced homemakers, re-entry women, and other adult women seeking career direction. (3 hrs. lect.)

Prerequisite: Consent of instructor and concurrent registration in HPER 158, IS 111, and IS 113.

IS 113 Women in Transition: Journal Writing Techniques (1)

This course is designed to assist individuals in the process of change. Journal writing is used to allow individuals to explore their present life, to reconstruct their past life, and to plan their future life. This non-therapeutic course is intended for persons attempting to gain insights into the movement of their lives. (1 hr. lect.)

Prerequisite: Consent of instructor and concurrent registration in HPER 158, IS 111, and IS 112.

IS 261 People, the Ocean, and the Environmental Crisis (3)

People's impact on quality of coastal and ocean environments, especially Hawaiian; scientific, legal, and socioeconomic aspects. Ocean pollution; ocean technology. (3 hrs. lect.)

Recommended preparation: credit or concurrent registration in OCEAN 201, ZOOL 200, SCI 124, or consent of instructor.

JAPANESE (JPNSE)

JPNSE 50 Basic Spoken Japanese (3)

Using the aural-oral approach this course aims to give the student knowledge of the Japanese language at a basic and workable level in given situations. Some cultural background will also be included to aid the student in understanding the Japanese people. (3 hrs. lect.)

***JPNSE 101 Elementary Japanese I (4)**

Covers rules of grammar, vocabulary sufficient to enable reading of selected materials, and conversation at elementary level. Provides for recognition and writing of ideographic characters. (Offered Fall semester only.) (5 hrs. lect./lab.)

***JPNSE 102 Elementary Japanese II (4)**

Continuation of JPNSE 101. (Offered Spring semester only, usually evening.) (5 hrs. lect./lab.)

Prerequisite: JPNSE 101 or knowledge of kana.

***JPNSE 201 Intermediate Japanese I (4)**

Continuation of JPNSE 102. Emphasis on increasing proficiency in use of major sentence patterns in

reading, writing, and conversation. (Offered only when there are sufficient numbers of students.) (5 hrs. lect./lab.)

Prerequisite: JPNSE 102 or equivalent.

***JPNSE 202 Intermediate Japanese II (4)**

Continuation of JPNSE 201. (Offered only when there are sufficient numbers of students.) (5 hrs. lect./lab.)

Prerequisite: JPNSE 201 or equivalent.

JOURNALISM (JOURN)

JOURN 205 Newswriting (3)

An introductory course in newswriting, news gathering, and journalistic ethics. (3 hrs. lect.)

Prerequisite: ENG 100 or equivalent and reasonable ability in typing, or consent of instructor.

JOURN 285V Newspaper Laboratory (1-3)

Complete production of the student newspaper, including fact gathering, writing, layout, editing, and photography. May be repeated for credit with consent of instructor.

Prerequisite: Completion of ENG 100. Completion or concurrent enrollment in JOURN 205. Consent of instructor.

LAW (LAW)

LAW 30 Principles of Business Law (3)

An introduction to the study of jurisprudence by exposure to legal concepts: origins, definitions, and principles of our legal system especially as they relate to the business world. (3 hrs. lect.)

LEARNING SKILLS (LSK)

LSK 30 College Study Skills (3)

Assists student in having positive college experience. Deals with beliefs, habit patterns, and study skills that relate to student's educational achievement. (3 hrs. lect.)

Prerequisite: Score above 41 on the Nelson-Denny Reading Test.

MANAGEMENT (MGT)

MGT 120 Principles of Management (3)

This course is a practical introduction to and study of management principles and practices. The student will learn the elements needed to manage effectively as well as better understand the managing leadership job itself. (Offered Spring semester only.) (3 hrs. lect.)

MATHEMATICS (MATH)

To be successful in math, students should register in courses for which they have met the stated prerequisites. A placement test is provided to help students determine their best entry course in the sequence of math courses.

Sequence of Math Courses for students majoring in mathematics, science, and related disciplines (i.e. business, engineering, agriculture, etc.):

Math 1
Math 24
Math 25
Math 27
Math 120
Math 140
Math 205
Math 206
Math 231

Sequence of Math Courses for students majoring in disciplines which do not usually require an extensive mathematic background:

Math 1
Math 24
Math 25
Math 100

MATH 1 Basic Mathematics (4)

Numeration, whole numbers, fractions, decimal numerals, percent, measures, ratio and proportion, averages, medians, squares, square roots, integers. (4 hrs. lect.)

MATH 24 Elementary Algebra I (3)

This course represents approximately the first-half of a typical first year algebra course. Topics normally include real numbers and their properties, linear equations, polynomials and their operations, graphs, and algebraic applications. (3 hrs. lect.)

Prerequisite: MATH 1 or equivalent, satisfactory math placement test score, or consent of instructor.

MATH 25 Elementary Algebra II (3)

This course is a continuation of MATH 24, Elementary Algebra I representing approximately the second-half of a typical first year course in algebra. Topics include systems of equations and inequalities, graphing, fractional and polynomial expressions and operations, quadratic equations, and algebraic applications. (3 hrs. lect.)

Prerequisite: MATH 24 or equivalent, satisfactory math placement test score, or consent of instructor.

MATH 27 Intermediate Algebra (3)

Properties of real numbers, linear equations, inequalities, systems of equations, polynomials, functions, fractional expressions and equations, exponents, powers, roots, quadratic equations and functions, exponential and logarithmic functions. (4 hrs. lect.)

Prerequisite: MATH 25 or equivalent, satisfactory math placement test score, or consent of instructor.

MATH 35 Unified Geometry (4)

Points, lines, planes, angles, proofs, parallelism, polygons, congruence, quadrilaterals, similarity, graphs, distances, transformations, area, volumes. (4 hrs. lect.)

Prerequisite: MATH 27 or equivalent, satisfactory math placement test score, or consent of instructor.

Note: MATH 1/24/25/27/35 may be offered as a "piggyback" course in which the student may work toward achievement of objectives of different courses in a lab setting using self-instructional study materials. The courses do not meet AA degree Quantitative Reasoning requirements.

*MATH 100 Survey of Mathematics (3)

An introduction to quantitative and logical reasoning for the non-science/non-mathematics major. The question, "What is mathematics?" is explored, while focusing on mathematical systems or models, cultivating an appreciation for mathematics as an aesthetic art, and developing skills in problem-solving and analysis. (3 hrs. lect.)

Prerequisite: MATH 25 or equivalent, satisfactory math placement test score, or consent of instructor.

*MATH 120 Pre-Calculus: College Algebra (4)

Synthesis of mathematical concepts, axioms, properties. Equations, relations, functions, transformations, inequalities, algebraic systems, exponential and logarithmic functions, complex numbers, polynomials, sequences, series, mathematical induction. (4 hrs. lect.)

Prerequisite: MATH 27 or equivalent, satisfactory math placement test score, or consent of instructor.

MATH 140 Pre-Calculus: Trigonometry and Analytic Geometry (4)

Study of the elements of trigonometry and analytic geometry including functions and their inverses; trigonometric functions, relations, graphs, and applications; conic sections; vector applications; cartesian and polar coordinate systems. (4 hrs. lect.)

Prerequisite: Math 120 or equivalent, satisfactory math placement test score, or consent of instructor.

*MATH 205 Calculus I (4)

Basic mathematical concepts, topics in differentiation, and introductory integration of algebraic and trigonometric functions. Applications of differentiation and integration will be demonstrated. (4 hrs. lect.)

Prerequisite: MATH 140 or equivalent, satisfactory math placement test score, or consent of instructor.

*MATH 206 Calculus II (4)

Differentiation and integration concepts of trigonometric, exponential, logarithmic and hyperbolic functions. Integration implements, infinite series,

*indicates course meets Arts and Sciences core requirements of University of Hawaii, Manoa and also may be transferable to most other four year colleges.

and applications of derivatives and integrals are also featured. (4 hrs. lect.)

Prerequisite: MATH 205 or equivalent, satisfactory math placement test score, or consent of instructor.

***MATH 231 Calculus III (3)**

Vector-oriented study of functions of several variables; partial differentiation and line integrals; multiple integrals. (Offered only when there are sufficient numbers of students.) (3 hrs. lect.)

Prerequisite: MATH 205 and 206 or equivalent, satisfactory math placement test score, or consent of instructor.

MUSIC (MUS)

MUS 101 Rhythmic Sightreading (1)

Individualized instruction in rhythmic sightreading. Student may progress through four levels successively in four semesters with TAP Master system. May be repeated for total of four credits, 1 each level. (1 hr. lect./studio)

***MUS 106 Introduction to Music Literature (3)**

Elements, styles, and forms of music from the listener's point of view. A music appreciation course. Concert attendance required for three events during the semester. (Offered Fall semester 1984.) (3 hrs. lect.)

***MUS 107 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 at one ethnic performance is required. (Offered alternate Fall semesters only.) (3 hrs. lect.)

***MUS 108 Fundamentals of Western Music (3)**

A music theory course. Emphasis on learning basic concepts involved in reading and writing music. Application of concepts in learning simple skills necessary for playing two musical instruments. Stu-



dents will complete one level of TAP (MUS 101) and may take MUS 101 for credit. (3 hrs. lect.)

MUS 114 College Chorus (1)

Rehearsal and performance of classical, popular, and Polynesian/ethnic choral literature. Elementary Polynesian dance may be included as part of performance. Open to all students. Previous choral experience not required. Extra curricular concert attendance required. Student will complete one level of TAP (MUS 101) and may take MUS 101 for credit. (2 hrs. rehearsal)

MUS 121B Beginning Ukulele (1)

Basic principles of performance; relevant problems in literature. Introductory course in ukulele. Focus on principles of performance. Course is intended for students with little or no experience in playing the ukulele. (4 hrs. studio—8 wk. term)

MUS 121C Elementary Class Piano I (2)

Basic principles of performance. Relevant problems in piano literature at elementary level. Music 121C, 122C must be taken in sequence. Student will complete one level of TAP (MUS 101) and may take MUS 101 for credit. (Offered Fall semester only.) (3 hrs. lect./studio)

Prerequisite: Consent of instructor.

MUS 121D Beginning Classical Guitar (1)

Basic principles of classical guitar performance; relevant problems in literature. Repeatable. (2 hrs. studio)

MUS 121F Beginning Slack Key Guitar (1)

Basic principles of performance; relevant problems in literature. Student learns to play two G tunings. This course is intended for students with little or no background in this style of guitar playing. Ability to read music is not required. (4 hrs. studio—8 wk. term)

MUS 122C Elementary Class Piano II (2)

Designed for further study of principles and basic skills of piano performance established in first semester piano. Continues the group participation chord approach with greater emphasis on ensemble playing and improvisation. Music 121C and 122C must be taken in sequence. Student completes one level of TAP (MUS 101) and may take MUS 101 for credit. (Offered Spring semester only.) (3 hrs. lect./studio)

Prerequisite: Music 121C or consent of instructor.

MUS 122D Intermediate Classical Guitar (1)

Continuation of Music 121D. Increased emphasis on guitar literature. Recommended that students register for Music 101 concurrently. (Offered Fall semester only.) (4 hrs. studio—8 wk. term)

Prerequisite: Music 121D or consent of instructor.

MUS 122F Intermediate Slack Key Guitar I (1)

Intermediate slack key guitar: level I. Student learns to play solos in C tunings and intermediate solos at level I in tunings learned in the elementary class. (4 hrs. studio—8 wk. term)

Prerequisite: Music 121F or consent of instructor.

MUS 123 Elementary Voice Class (1)

Performance class designed for students with very little or no vocal experience. Deals with basic vocal production and literature for voice. Student completes one level of TAP (MUS 101) and may take MUS 101 for credit. (Offered Fall semester only.) (3 hrs. lect./studio)

MUS 124 Elementary Voice II (1)

Continuation of MUS 123. Performance class for students with some vocal experience. Deals with vocal production and literature for voice. Student completes one level of TAP (MUS 101) and may choose to take MUS 101 for credit. (Offered Spring semester only.) (3 hrs. lect./studio.)

Prerequisite: MUS 123 or equivalent.

MUS 130F Slack Key Guitar Ensemble (1)

Continuation of Music 122F. Increased emphasis on slack key literature, techniques, and tunings. Advanced intermediate techniques of slack key guitar as applied to ensemble playing. (4 hrs. studio—8 wk. term)

Prerequisite: MUS 121F and MUS 122F.

OCEANOGRAPHY (OCEAN)***OCEAN 201 Science of the Sea (3)**

An introductory course to oceanography covering the dimensions of the science of oceanography, the physical and chemical properties of sea water, waves, tides, currents, life in the ocean, and the geologic structure of the ocean floor. Field trips are scheduled concurrently with OCEAN 202. (3 hrs. lect.)

OCEAN 202 Field Studies in Marine Sciences (1)

Up to 12 half-day field trips (usually Saturday a.m.) involving tours of oceanographic ships and facilities to illustrate important areas of research in marine sciences. Activities include sampling onboard oceanographic cruises, surveying beaches, observing coral reefs, observing commercial aquaculture operations, and visiting research laboratories. Supplements OCEAN 201; concurrent registration recommended. (12—4 hr. labs)

Note to Students: Ocean 201 and 202 require separate registrations.

*indicates course meets Arts and Sciences core requirements of University of Hawaii, Manoa and also may be transferable to most other four year colleges.

OCEAN 209 Oceanographic Techniques (3)

Concepts, techniques, and instrumentation used in determination of the interactions of marine organisms with their environment. Emphasizes field measurements and their applications. Lecture/laboratory/field trip course. (2 hrs. lect.; 3 hrs. lab)

Prerequisite: Completion of or concurrent registration in OCEAN 201; or consent of instructor.

OFFICE PROCEDURES (OFPRO)**OFPRO 10 Introduction to Office Skills (2)**

Meets needs of students who require additional work on vocabulary, use of references (dictionary, clerical reference manual, zip code directory, postal regulations, etc.) as well as a study of basic typing terminology. (2 hrs. lect.)

Prerequisite: Concurrent registration in ENG 9 and ENG 10.

OFPRO 20B Filing (1)

The student will refine and develop office skills and learn some of the job performance requirements and traits of elective clerical and secretarial workers. Emphasis on study and application of the rules of alphabetic, subject, numeric, and geographic filing. (1 hr. lect.)

Prerequisite: ENG 9 and 10 or equivalent.

OFPRO 20C Records Management (1)

Familiarization with records management principles, retrieval and storage systems, and the overall value of records management to company efficiency. (1 hr. lect.)

Prerequisite: TYPW 20 or typing speed of 35 wpm; ENG 22 or equiv.; OFPRO 20B or OFPRO 40.

OFPRO 40 Clerical Office Procedures (3)

Provides students with basic knowledge of general office duties required by most clerical positions. Includes civil service practice exams; develops skills in typing forms commonly found in business. (3 hrs. lect.)

Prerequisite: TYPW 20 or typing speed of 35 WPM and ability to format letters, tables and reports; ENG 22.

OFPRO 42 Personal Development (3)

This course assists the student to develop personal grooming and consumer skills necessary for finding and keeping a job, maintaining health and appearance, and planning wardrobe acquisitions. Emphasis on business etiquette. (Usually offered Spring semester.) (3 hrs. lect.)

***PSY 110 Psychology of Adjustment (3)**

Focuses on principles of growth and adjustment. Topics include personality dynamics, stress and anxiety, defense mechanisms, habit modification, psychotherapy, concepts of normality and abnormality, and human potentialities. (3 hrs. lect.)

***PSY 220 Developmental Psychology (3)**

This course examines the emotional, mental, physical, and social development of individuals from infancy to adulthood with special attention to interests, abilities, and critical issues at successive developmental stages. (3 hrs. lect.)

Prerequisite: PSY 100 or consent of instructor

PSY 224 Abnormal Psychology (3)

Covers the concepts and principles used in clinical practice to describe the dynamics, diagnosis, and treatment of abnormal behavior. Compares and contrasts the different patterns of abnormal behavior. Examines the differences in theoretical models for understanding maladaptive behavior. (3 hrs. lect.)

Prerequisite: PSY 100 or consent of instructor.

REAL ESTATE (RE)

RE 100 Principles of Real Estate (3)

Survey of real estate law, finance, appraising, brokerage, and investments including ownership interest and contracts. (Does not satisfy Hawaii salesperson-broker licensure education requirements.) (3 hrs. lect.)

RELIGION (REL)

***REL 150 Introduction to World's Major Religions (3)**

Introduction to the world's major religions—Primitive, Hinduism, Buddhism, Shinto, Confucianism, Taoism, Judaism, Christianity, and Islam. Field trips may be required outside class time. (3 hrs. lect.)

***REL 151 Religion and the Meaning of Existence (3)**

Introduction to basic issues of the question of the meaning of human existence. Emphasis is placed upon the student analyzing his/her own beliefs and exploring alternative answers. (3 hrs. lect.)

REL 201 Understanding the New Testament (3)

Analysis of the origin and development of the early Christian message as set forth in the New Testa-

ment. Special attention will be given to the message of Jesus and Paul and its relevance to the modern world. (Offered Fall semester only.) (3 hrs. lect.)

***REL 205 Understanding Hawaiian Religion (3)**

Major Hawaiian religious teachings and practices from ancient times to the present. Investigation of cultural influence of Hawaiian religious beliefs; analysis of religious texts and relation to other traditions. This course may be applied to the B.A. language/culture core requirements at U.H. Manoa. (Offered Spring semester only.) (3 hrs. lect.)

SCIENCE (SCI)

***SCI 121 Introduction to Science: Biological Science (4)**

Historical development of scientific concepts, characteristics, and interaction of science and society from the perspective of biological sciences. Lecture/laboratory course designed for *non-science majors*. (3 hrs. lect.; 3 hrs. lab.)

SCI 123 Introduction to Science: Hawaiian Perspectives (4)

Characteristics of science and its interaction with society, illustrated by topics in geology, astronomy, oceanography and biology of the Hawaiian Islands. Lecture/laboratory/field trip course designed for *non-science majors*. (3 hrs. lect.; 3 hrs. lab.)

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. Lecture/laboratory/field trip course designed for *non-science majors*. (3 hrs. lect.; 3 hrs. lab.)

SHORTHAND (SHTHD)

SHTHD 20 Beginning Theory (4)

First-level shorthand course which presents beginning Gregg theory and includes dictation and transcription exercises at the typewriter. Requires a minimum speed of 60 wpm by the end of the course. (4 hrs. lect.)

Prerequisite: Concurrent enrollment in TYPW 20 or typing speed of 35 wpm.

SHTHD 25 Skill Development Shorthand (3)

Shorthand review course for students who have had a beginning shorthand course. Review of theory; development of writing skills at 60, 80, and

*indicates course meets Arts and Sciences core requirements of University of Hawaii, Manoa and also may be transferable to most other four year colleges.

***PSY 110 Psychology of Adjustment (3)**

Focuses on principles of growth and adjustment. Topics include personality dynamics, stress and anxiety, defense mechanisms, habit modification, psychotherapy, concepts of normality and abnormality, and human potentialities. (3 hrs. lect.)

***PSY 220 Developmental Psychology (3)**

This course examines the emotional, mental, physical, and social development of individuals from infancy to adulthood with special attention to interests, abilities, and critical issues at successive developmental stages. (3 hrs. lect.)

Prerequisite: PSY 100 or consent of instructor

PSY 224 Abnormal Psychology (3)

Covers the concepts and principles used in clinical practice to describe the dynamics, diagnosis, and treatment of abnormal behavior. Compares and contrasts the different patterns of abnormal behavior. Examines the differences in theoretical models for understanding maladaptive behavior. (3 hrs. lect.)

Prerequisite: PSY 100 or consent of instructor.

REAL ESTATE (RE)

RE 100 Principles of Real Estate (3)

Survey of real estate law, finance, appraising, brokerage, and investments including ownership interest and contracts. (Does not satisfy Hawaii salesperson-broker licensure education requirements.) (3 hrs. lect.)

RELIGION (REL)

***REL 150 Introduction to World's Major Religions (3)**

Introduction to the world's major religions—Primitive, Hinduism, Buddhism, Shinto, Confucianism, Taoism, Judaism, Christianity, and Islam. Field trips may be required outside class time. (3 hrs. lect.)

***REL 151 Religion and the Meaning of Existence (3)**

Introduction to basic issues of the question of the meaning of human existence. Emphasis is placed upon the student analyzing his/her own beliefs and exploring alternative answers. (3 hrs. lect.)

REL 201 Understanding the New Testament (3)

Analysis of the origin and development of the early Christian message as set forth in the New Testa-

ment. Special attention will be given to the message of Jesus and Paul and its relevance to the modern world. (Offered Fall semester only.) (3 hrs. lect.)

***REL 205 Understanding Hawaiian Religion (3)**

Major Hawaiian religious teachings and practices from ancient times to the present. Investigation of cultural influence of Hawaiian religious beliefs; analysis of religious texts and relation to other traditions. This course may be applied to the B.A. language/culture core requirements at U.H. Manoa. (Offered Spring semester only.) (3 hrs. lect.)

SCIENCE (SCI)

***SCI 121 Introduction to Science: Biological Science (4)**

Historical development of scientific concepts, characteristics, and interaction of science and society from the perspective of biological sciences. Lecture/laboratory course designed for *non-science majors*. (3 hrs. lect.; 3 hrs. lab.)

SCI 123 Introduction to Science: Hawaiian Perspectives (4)

Characteristics of science and its interaction with society, illustrated by topics in geology, astronomy, oceanography and biology of the Hawaiian Islands. Lecture/laboratory/field trip course designed for *non-science majors*. (3 hrs. lect.; 3 hrs. lab.)

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. Lecture/laboratory/field trip course designed for *non-science majors*. (3 hrs. lect.; 3 hrs. lab.)

SHORTHAND (SHTHD)

SHTHD 20 Beginning Theory (4)

First-level shorthand course which presents beginning Gregg theory and includes dictation and transcription exercises at the typewriter. Requires a minimum speed of 60 wpm by the end of the course. (4 hrs. lect.)

Prerequisite: Concurrent enrollment in TYPW 20 or typing speed of 35 wpm.

SHTHD 25 Skill Development Shorthand (3)

Shorthand review course for students who have had a beginning shorthand course. Review of theory; development of writing skills at 60, 80, and

*indicates course meets Arts and Sciences core requirements of University of Hawaii, Manoa and also may be transferable to most other four year colleges.

100 wpm on new material. Students achieving 95% accuracy at 80 wpm and 100 wpm may substitute this course for SHTHD 30 and/or SHTHD 40 respectively. (3 hrs. lect.)

Prerequisite: TYPW 20 and SHTHD 20 or typing speed of 35 wpm and shorthand speed of 40 wpm.

SHTHD 30 Intermediate Shorthand (3)

Shorthand speed building. Uses new and familiar material. Emphasis on production of mailable transcriptions. Minimum speed rate, 80 wpm. (Offered Spring semester only.) (3 hrs. lect.)

Prerequisite: SHTHD 20 or shorthand speed of 60 wpm.

SHTHD 40 Advanced Shorthand (3)

Emphasis on preparation of mailable transcripts in quantity and further development of shorthand writing speed to 100 wpm on new material. (Offered Spring semester only.) (3 hrs. lect.)

Prerequisite: SHTHD 30 or shorthand speed of 80 wpm.

SOCIAL SCIENCES (SSCI)

SSCI 101 Self-Development (3)

This course assists students in recognizing, accepting, and developing their own potential as individuals and to assist them in relating to others. Learning methods emphasize group discussion and interaction, and class attendance is required. (3 hrs. lect.)

SSCI 193V Cooperative Arts and Science Education (CASE) (1-4)

A work-study course providing opportunities to reinforce skills learned in the Social Science areas and to apply those skills in actual job situations. (75 hrs. work experience per credit)

Prerequisite: 12-16 hours general curricula.

SOCIOLOGY (SOC)

***SOC 100 Survey of General Sociology (3)**

Focuses on the question of "What is sociology?", covering major topics of study 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. (3 hrs. lect.)

***SOC 220 Marriage and the Family (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. (3 hrs. lect.)

SPEECH (SP)

SP 151 Personal and Public Speech (3)

Introduction to major elements of speech activities which enable students to acquire competence in





two person, small group, and public situations. Models and concepts are used to explain the speech act. (3 hrs. lect.)

SP 251 Principles of Effective Speaking (3)

Theory and practice of public speaking. Emphasizes practical skills in communicating with today's audiences. Planning/delivering speeches. Students may choose to fulfill part of course objectives by competing in inter-campus speech tournaments. (3 hrs. lect.)

TRANSCRIPTION (TRNSC)

TRNSC 35 Machine Transcription (3)

Introductory transcription course in which students learn to produce mailable transcripts on the typewriter from voice-recorded cassettes. Emphasis on building transcription rate and accuracy. Useful in word processing. (formerly TYPW 35) (3 hrs. lect.)

Prerequisite: TYPW 30 or typing speed of 40 wpm, ENG 22 or permission of instructor.

TYPEWRITING (TYPW)

TYPW 20 Beginning Typewriting (3)

Entry-level keyboarding course which develops typing by touch. Also covers simple manuscripts, tables, and letters—skills recommended for col-

lege papers and reports. Minimum speed of 30 wpm with five or fewer errors on a five-minute timed test is required by the end of the term. (3 hrs. lect.)

TYPW 30 Intermediate Typewriting (3)

Second-level course which develops ability to type letters in various business styles, interoffice memos, manuscripts with footnotes, and business forms. Minimum speed to complete course: 45 wpm. (3 hrs. lect.)

Prerequisite: TYPW 20 or typing speed of 35 wpm.

TYPW 40 Advanced Typewriting (3)

Third-level course which develops ability to produce mailable copy at a high rate of speed. Students learn correspondence and forms found in an accounting firm, a scientific lab, a legal office, etc. Recommended for majors in final semester. Minimum speed to complete course: 55 wpm. (Offered Spring semester only.) (3 hrs. lect.)

Prerequisite: TYPW 30 or typing speed of 45 wpm.

VISITOR INDUSTRY (VISIT)

VISIT 20 Historic Sites of Honolulu (2)

Introduction to pre-European and European sites and points of interest in the Honolulu Area. Course includes information about many aspects of Hawaii's industry, demographics, politics, and socio-economic developments. The uniqueness of place names and their meanings, correct pronunciation, and other significant facts and concepts are stressed. (2 hrs. lect.)

* indicates course meets Arts and Sciences core requirements of University of Hawaii, Manoa and also may be transferable to most other four year colleges.

VISIT 21 Historic Sites of Windward Oahu and North Shore (2)

Introduction to pre-European and European sites and points of interest in Windward Oahu and Oahu's North Shore. Course includes many aspects of Hawaiiana with special emphasis on places, names, and their meanings, correct pronunciation, and cultural significance. (2 hrs. lect.)

VISIT 22 Historic Sites of Leeward and Central Oahu (2)

Pre-European and post-European sites and points of cultural and historic interest in Leeward and Central Oahu. Course includes many aspects of Hawaiiana with special emphasis on places, names, and their meanings, correct pronunciation, and cultural significance. (2 hrs. lect.)

VISIT 23 Human Relation and Communication Skills for Tour Drivers (2)

The student will be taught how to research and prepare presentations for tourists in relation to the varying situations in the Visitor Industry. An understanding of people through the examination of intra- and inter-personal relationships, and non-

verbal communication (body language). Local style, American-western style, and foreign communication styles will be examined in simulated situations. (2 hrs. lect.)

WORD PROCESSING (WPRO)

WPRO 50B Concepts of Word Processing (1)

Introductory lecture course covering basic concepts of information/word processing. (1 hr. lect.)

Prerequisite: TYPW 30 or typing speed of 45 WPM.

WPRO 50C Introduction to Word Processing: CRT Standalone (1)

Introductory course covering basic text editing operations on standalone word processing equipment. (1 hr. lect.)

Prerequisite: Credit or registration in WPRO 50B; TYPW 30 or typing speed of 45 WPM.

WPRO 50D Electronic Typewriter (1)

Introductory course covering basic text editing operations on an electronic typewriter. (1 hr. lect.)

Prerequisite: TYPW 30 or typing speed of 45 WPM.



WPRO 50E Introduction to Word Processing on Microcomputer (1)

Introductory course covering basic text editing operations on a microcomputer. (1 hr. lect.)

Prerequisite: Credit or registration in WPRO 50B; TYPW 30 or typing speed of 45 WPM.

WPRO 51 Automatic Typewriting (1)

Teaches students operation of the power typewriter and production of mailable material. (1 hr. lect.)

Prerequisite: TYPW 30 or typing speed of 40 wpm.

WPRO 52 Word Processing Applications (3)

Intermediate course which further develops skills on a standalone word processor. Emphasis on document creation, merging files and text, and on records management. (2 hrs. lect., 1 hr. lab.)

Prerequisite: WPRO 50B and WPRO 50C.

ZOOLOGY (ZOOL)

***ZOOL 101 Principles of Zoology (4)**

Introduction to zoology. Topics include living animals, physiology, anatomy, development, repro-

*Indicates course meets Arts and Sciences core requirements of University of Hawaii, Manoa and also may be transferable to most other four year colleges.

duction, ecology, and evolutionary relationships. Lecture/laboratory course. (3 hrs. lect.; 3 hrs. lab.)

High School biology recommended.

ZOOL 106 Hawaiian Marine Invertebrates (3)

Survey of marine invertebrates, their structure, ecology, and evolutionary relationships. Emphasis will be placed on identification and uses of Hawaiian tidal and coral reef animals. Three field trips required. (Offered Spring semester only.) (3 hrs. lect.)

Ability to swim recommended.

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. Four field trips required (two on Saturdays.) (Offered Fall semester only.) (2 hrs. lect.; 3 hrs. lab.)

Ability to swim recommended.

***ZOOL 200 Marine Biology (3)**

Biological, physical, and chemical characteristics, flora and fauna, and interactions of components of marine ecosystems; survey of marine environments; utilization, exploitation, and pollution of marine resources. Lecture/laboratory/field trip course. (2 hrs. lect.; 3 hrs. lab.)

Ability to swim recommended.



Transferring to Another College

Many Windward Community College students transfer to other colleges and universities to complete their studies. Each college or university sets its own rules concerning the credits that they will accept and the requirements for transferring students. Therefore, students should read the catalogs from prospective colleges carefully and consult with a counselor for full information. Here are some questions that are frequently asked of the counselors at Windward.

How many credits should I take at Windward before I transfer?

Generally speaking, sixty credits of courses with numbers of 100 and above. (Courses numbered below 100 are usually not accepted in transfer by four-year colleges.) The number of credits that you should take at Windward depends on the rules of the institution that you want to transfer to, as well as the major field that you wish to study.

When should I begin the application process for transferring?

At least one semester before you hope to enroll at the new school. Some colleges have early deadlines. Find out about the deadline in the catalog and make sure that you meet it. The Manoa Campus of the University of Hawaii publishes application deadlines in its catalog. There are separate deadlines for residents of Hawaii, non-residents of Hawaii who are in the military, and foreign applicants. Deadline dates pertain to your application form and receipt of official transcripts from all colleges that you have ever attended, so be sure that you order your transcript(s) early.

How does transferring credits actually work?

The new school receives a Windward transcript and accepts all or some of the credits for recognition as part of the degree that you are seeking there. There is no physical transfer of actual credits, for your permanent academic record at Windward always remains here. The other college decides which of your Windward credits will be accepted. Normally, courses numbered 100 and above are transferrable if you are going to a four-year college, but not all of the courses 100 and above will meet the basic requirements (some will be electives).

Does my grade-point average transfer?

No. Usually you will be given credits for completing the courses, but you start fresh in the new college as far as your grade point average is con-

cerned. Then if you apply to graduate school or for a scholarship, a special computation will be made of your combined grade-point average to show that you qualify for admission or scholarship award. For example, if you came from Harvard to Windward, Windward would accept most, if not all, of your Harvard credits, but not your grade-point average at Harvard.

Is there anything I need to know about transferring to the Manoa campus of the UH?

Observe the deadlines. Send for official transcripts from other colleges in plenty of time to reach Manoa by the published deadlines. If you are expecting to go to Manoa next semester, ask Windward to send one transcript now and to send another one after the current semester grades have been posted.

Manoa will accept 'D' grades from the University of Hawaii community colleges. Although schools normally say that only 'C' or better grades are accepted in transfer, Manoa will accept a grade of 'D' from a community college in the University of Hawaii system.

Credit/No Credit grading options at Windward need to be avoided if you expect to use the course in fulfillment of Manoa core or major requirements. Manoa will apply *Credit/No Credit* marks only to electives and never to requirements (unless you had no choice because the course was offered for a mandatory *Credit/No Credit*).

Manoa requires 60 credits of non-introductory courses for its bachelor degrees. Non-introductory courses are courses numbered 300 and above (or any other courses with explicit college-level prerequisites published in the catalog). If you take more than 64 credits in introductory courses, you can expect to graduate with more than the required 124 credits.

See a counselor at Windward for help in planning to meet the requirements for the bachelor's degree of your choice at Manoa. Counselors have a file of degree requirement sheets for the University of Hawaii at Manoa and are happy to help with your planning.

To enter the Manoa campus as a transfer student, you will need at least 24 credits of college-level work (courses numbered 100 and above), with a grade-point average of 2.0 or better. You may have more than 24 credits, but you still need to have a 2.0 or better grade-point average. If you wish to enter the Manoa campus with fewer than 24 credits, you will need to take the SAT (or ACT) test and present your high school grades.

Policies and Statements

Family Educational Rights and Privacy Act of 1974

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 Windward Community College are hereby notified of the following:

1. It is the administrative policy of Windward Community College 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 Windward Community College 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 Windward Community College 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 Director of Student Services of Windward Community College.
4. Directory Information
Students are advised that certain personally identifiable information is considered by the College 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 College 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. Degrees and awards received.
- i. Educational Level.

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 the Admissions and Records Office which of the above items are not to be disclosed without the prior consent of that student.

5. A parent or spouse of a student is advised that information contained in educational records, except as may be determined to be Directory Information, will not be disclosed to him/her without the prior written consent of the son, daughter, or spouse.
6. Any student who requests copies of personal records in exercising FERPA rights will be assessed a fee of \$1.00 on each occasion a copy of such a record is requested.

Use of Social Security Number

Section 7(b) of the Privacy Act of 1974 (5U.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 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 that 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 aca-



demographic 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 from 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.

Selective Service Registration and Federal Student Aid

Military Selective Service Act (P.L. 97-252) requires that beginning on July 1, 1983, any student who is

required to register with the Selective Service System and fails to do so shall be ineligible to receive Federal Title IV student financial aid including: Pell Grants, Supplemental Educational Opportunity Grants, College Work Study, National Direct Student Loans, Guaranteed Student/PLUS Loans, and State Student Incentive Grants. This requirement affects all male students who are at least eighteen years of age, who were born after December 31, 1959, and who are not currently on active duty with the armed forces. Members of the Reserves and National Guard are not considered on active duty and must be registered. The group of affected male students include citizens and non-citizens eligible to receive Federal financial aid except permanent residents of the Trust Territory of the Pacific Islands and the Commonwealth of the Northern Marianas. For further information contact the Financial Aids Officer at 235-7449.

Non-Discrimination and Affirmative Action

It is the policy of the University of Hawaii to comply with Federal and State laws which prohibit discrimination in University programs and activities, including but not necessarily limited to the following laws which cover students and applicants for admission to the University: Title VI of the Civil Rights Act of 1964 as amended (race, color, national origin); Age Discrimination Act of 1975 (age); Titles VII and VIII of the Public Health Service Act as amended (sex); Title IX of the Education Amendments of 1972 (sex, blindness, severely impaired vision); Section 504 of the Rehabilitation Act of 1973 (physical or mental handicap); and to comply with

Federal and State laws which mandate affirmative action and/or prohibit discrimination in recruitment, hiring, training, promotion, and retention, including but not necessarily limited to the following laws which cover employees and applicants for employment: Title VII of the Civil Rights Act of 1964 as amended (race, color, national origin, religion, sex, pregnancy); Executive Order 11246 as amended (race, color, national origin, religion, sex); Equal Pay Act of 1963 as amended by Title IX of the Education Amendments of 1972 (sex); Age Discrimination in Employment Act of 1967 (ages 40-70); Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974 (veteran's status); Section 503 and 504 of the Rehabilitation Act of 1973 (physical or mental handicap); Hawaii Revised Statutes, Chapter 76, 78, 378 (race, sex, age, religion, color, ancestry, political affiliation, physical or mental handicap, marital status, arrest and court record). The University strives to promote full realization of equal opportunity through a positive, continuing program on each campus. Accordingly, vocational education opportunities will be offered without regard to race, color, national origin, sex or handicap. American citizens or immigrants with limited English speaking skills will not be denied admission to vocational education programs.

Offices designated to coordinate community colleges' non-discrimination and affirmative action programs are

Rg Logiakis
(Education, Title IX, and Section 504 & related matters)

Peggy Hong (Employment matters)
Office of the Chancellor for
Community Colleges
2327 Dole Street
Honolulu, Hawaii 96822
Phone: 948-7471

Bob Hicks
EEO/AA Coordinator, Title IX Coordination,
Section 504 Coordinator
Windward Community College
45-720 Kealahala Road
Kaneohe, Hawaii 96744
Mahi 107
Phone: 235-0077

Students having concerns about educational and civil rights matters are encouraged to contact:

John Baker
Windward Community College
45-720 Kealahala Road
Kaneohe, Hawaii 96744
Waipa 134
Phone: 235-7413

If a student wishes to formally pursue a complaint, the student should contact:

Bob Hicks
EEO Coordinator, Title IX Coordination,
Section 504 Coordinator
Windward Community College
45-720 Kealahala Road
Kaneohe, Hawaii 96744
Mahi 107
Phone: 235-0077

The College has adopted the University of Hawaii's "Policy and Procedures for Student and Applicant Complaints and Grievances" (BMI 1613). Copies of the procedures are available in the Office of the Director of Student Services.

Student Academic Grievance Procedures

The College maintains formal procedures for hearing grievances brought by students against faculty and administrative staff on academic matters, including grading.

Any student who feels he or she has a grievance must first make a genuine effort to resolve the situation by consulting with the appropriate faculty member involved within fourteen (14) calendar days after the student becomes aware of the alleged grievance.

If the problem is not resolved, the student may present an appeal in writing to the Assistant Dean of Instruction within seven (7) calendar days after the decision is made known to the student. The Assistant Dean may meet separately with the student and the faculty member, or if both parties agree, jointly, to discuss the grievance. Within seven (7) calendar days of receipt of the written appeal, the Assistant Dean shall complete any consultation and shall notify the student, the faculty member and the Dean of Instruction. The Dean of Instruction may then take such action as may be deemed appropriate.

If the problem is not resolved at the Assistant Dean level, the student may file an appeal in writing to the Chairman of the Academic Grievance Committee within seven (7) calendar days after being notified of the conclusions reached and any action taken at the Assistant Dean level. The student provides, as part of the appeal, complete copies of all materials associated with the levels of appeal and notifies the chairperson of the names of other custodians of relevant material the student does not possess.

Further information and details regarding the grievance procedure are located in the Office of the Dean of Instruction, the Student Services Office, and the Library.

Board of Regents' Statement on Rights and Responsibilities of The University of Hawaii Community

Student Conduct: The University of Hawaii-Windward Community College has a Code of Student

Conduct which defines expected conduct for students and specifies those acts subject to University sanctions. Students should familiarize themselves with the Code of Student Conduct, since upon enrollment at UH-Windward Community College the student has placed herself/himself under the policies and regulations of the University and its duly constituted bodies. The disciplinary authority is exercised through the Student Conduct Committee. The Committee has developed procedures for hearing allegations of misconduct.

Copies of the student conduct code are available at the Office of the Director of Student Services.

Academic Dishonesty: Academic dishonesty cannot be condoned by the University. Such dishonesty includes cheating and plagiarism (examples of which are given below) which violate the Student Conduct Code and may result in expulsion from the University.

Cheating includes but is not limited to giving unauthorized help during an examination, obtaining unauthorized information about an examination before it is administered, using inappropriate sources of information during an examination, altering the record of any grades, altering answers after an examination has been submitted, falsifying any official University record, and misrepresenting the facts in order to obtain exemptions from course requirements.

Plagiarism includes but is not limited to submitting, to satisfy an academic requirement, any document that has been copied in whole or part from another individual's work without identifying that individual; neglecting to identify as a quotation a documented idea that has not been assimilated into the student's language and style, or paraphrasing a passage so closely that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; or dry-labbing, which includes (a) obtaining and using experimental data from other students without the express consent of the instructor, (b) utilizing experimental data and laboratory writeups from other sections of the course or from previous terms during which the course was conducted, and (c) fabricating data to fit the expected results.

Residency Regulations for Tuition Purposes

Students who do not qualify as bona fide residents of the State of Hawaii, according to the University of Hawaii rules and regulations in effect at the time they register, must pay non-resident tuition. An official determination of residency status will be made at the time of application. Applicants may be required to provide documentation to verify residency status. Once classified as a non-resident, a student continues to be so classified during his/her term at the college until he/she can present satis-

factory evidence to the residency officer that proves otherwise.

Some of the more pertinent University residency regulations follow. For additional information or interpretation, contact the residency officer, Charles Heaukulani, in the Admissions Office.

DEFINITION OF HAWAII RESIDENCY: A student is deemed a resident of the State of Hawaii for tuition purposes if the student (18 or older) or the student (under 18) and his/her parents or legal guardian have:

- (1) Demonstrated intent to permanently reside in Hawaii (see below for indicia);
- (2) Been physically present in Hawaii for the 12 consecutive months prior to the day of registration, and subsequent to the demonstration of intent to make Hawaii his/her legal residency; and
- (3) The student, whether adult or minor, has not been claimed as a dependent for tax purposes by his/her parents or legal guardians who are not legal residents of Hawaii.

To demonstrate the intent to make Hawaii your legal residency, the following indicia apply:

- A. Voting/registering to vote in the State of Hawaii.
- B. Filing Hawaii Resident State Personal Income Tax Return.

Other indicia, such as permanent employment or the leasing of a dwelling in Hawaii may apply, but **no single act is sufficient to establish residency in the State of Hawaii.**

Other legal factors involved in making a residency determination include:

- A. The twelve months of continuous residence in Hawaii shall begin on the date upon which the first overt action (see indicia above) is taken to make Hawaii the permanent residence. While residence will be lost if it is interrupted during the twelve months immediately preceding the residence determination date, resident status derived from two or more successive sources may be tacked together to compute the twelve month period.
- B. Residency in Hawaii and residency in another place cannot be held simultaneously.
- C. Presence in Hawaii primarily to attend an institution of higher learning does not create resident status.
- D. The residency of unmarried students who are minors follows that of the parents or of the legal guardian. Marriage emancipates a minor.
- E. The residency of a married person may follow that of the spouse.
- F. Resident status, once acquired, will be lost by future voluntary action of the resident inconsistent with such status. However, Hawaii residency will not be lost solely because of absence from the state while a member of the United States Armed Forces, while engaged in naviga-

tion, or while a student at any institution of learning.

Statutory exemptions: Nonresidents may be allowed to pay resident tuition if they qualify as one of the following:

- A. United States military personnel and their authorized dependents during the period such personnel are stationed in Hawaii on active duty.
- B. Persons who are legal residents of a district, commonwealth, territory, or insular jurisdiction, state, or nation which provides no public institution of higher learning.
- C. Employees of the University of Hawaii and their spouses and legal dependents.

Misrepresentation

A student or prospective student who intentionally or willfully misrepresents any fact on any form or document intended for use in determination of resident status for tuition purposes will be subject to the regular disciplinary measures of the University of Hawaii.

Residency Appeal Process

Residency decisions may be appealed by contacting the residency officer, Charles Heaukulani for information on how to initiate an appeal *before* students register for classes. Appeals are heard by the Committee on Resident Status only *after* the resident tuition is paid.

Schedule of Refund of Tuition and Fees

Tuition and Special Course Fees Refund Policy—Regular Academic Semester

In the event a student initiates complete withdrawal from the University (or College), or a change from full-time to part-time status, or a change from one tuition rate to another before the fifth week of instruction, if applicable, tuition and special course fees are refunded as indicated below:

1. 100% refund for complete withdrawal only if made on or before the last day of regular registration as announced in the registration information booklet.
2. 80% refund if complete withdrawal or change in status or tuition rate is made within the first two weeks of instruction.
3. 40% refund if complete withdrawal or change in status or tuition rate is made within the third and fourth weeks of instruction.
4. 0% refund if complete withdrawal or change in status or tuition rate is made after the fourth week of instruction.

When changes by the University (or College) to the published schedule of classes precipitate a complete withdrawal, or a change from full-time to part-time status, or a change from one tuition rate to another tuition rate, and the changes to the published schedule have occurred after the student registered, tuition and special course fees are re-

funded as indicated below upon approval of the College Director of Student Services:

1. 100% refund if complete withdrawal is necessary and if application for refund is made within two weeks of the date of the change(s) to the published schedule.
2. The difference between the amount assessed at registration at the start of the semester and the amount assessed due to change in status or tuition rate if such a change is necessary and if application for refund is made within two weeks of the date of the change(s) to the published schedule.

After the required approvals have been secured by the student, the application for refund must be submitted to the appropriate campus Business Office or Treasury Office for payment. In no case is payment of a refund made when a student fails to make application for refund within two weeks of date of withdrawal, change in status, or change in tuition rate.

Tuition and Special Course Fees Refund Policy—CCECS, Summer Session and Other Short Term Courses

1. For credit courses with equal distribution of class meeting hours through the term of the course
 - a. 100% refund for complete withdrawal if made on or before the last working day before the first day of instruction.
 - b. 80% or 40% refund in accordance with the schedule below which is based on the length of term of the course and the number of working days elapsed, including the first day of class instruction, when the withdrawal is made:

TERM	80% Refund	40% Refund
1 week	No refund	No refund
2 weeks	1st day	2nd day
3 weeks	1st-2nd day	3rd day
4 weeks	1st-2nd day	3rd-4th day
5 weeks	1st-3rd day	4th-5th day
6 weeks	1st-3rd day	4th-6th day
7 weeks	1st-4th day	5th-7th day
8 weeks	1st-4th day	5th-8th day
9 weeks	1st-5th day	6th-9th day
10 weeks	1st-5th day	6th-10th day
11 weeks	1st-6th day	7th-11th day
12 weeks	1st-6th day	7th-12th day
13 weeks	1st-7th day	8th-13th day
14 weeks	1st-7th day	8th-14th day
15 weeks	1st-8th day	9th-15th day
16 weeks	1st-8th day	9th-16th day

2. For credit courses with unique distribution of class meeting hours through the term of the course, the refund schedule will be based on the elapsed instructional time for that course as a percentage of the total instructional time for that course
 - a. 100% refund for complete withdrawal if made

on or before the last working day before the first day of instruction.

- b. If not more than 10% of the course's instructional time has elapsed at time of withdrawal, an 80% refund will be made.
 - c. If more than 10% but not more than 20% of the course's instructional time has elapsed at time of withdrawal, a 40% refund will be made.
 - d. If the elapsed instruction time at time of withdrawal exceeds 20%, no refund will be made.
3. For non-credit courses or workshops
- a. One to five weeks in length—100% refund for complete withdrawal if made on or before the last working day before the first day of class meeting; thereafter no refund.
 - b. Six weeks or longer—100% refund for complete withdrawal if made on or before fifth working day has elapsed after the first day of class instruction; thereafter no refund.

Refunds for Cancelled Classes

A 100% tuition refund is made available to a student if classes are cancelled by the College and the student does not re-enroll in other classes.

Application for tuition refund must be made after formal (official) withdrawal from class(es). Ap-

propriate refund forms must be filed with the Business Office. Refund forms are available at the Business Office in Eckerdt Building.

Student Activity Fee Refunds

For Regular Academic Semester

100% refund of the student activity fee if complete withdrawal is made within the first two weeks of instruction.

No refund of the student activity fee if complete withdrawal is made after the second week of instruction.

For Summer Session or CCECS

100% refund of the student activity fee if complete withdrawal is made on or before the first day of instruction.

No refund of the student activity fee if complete withdrawal is made after the first day of instruction.

Students who feel they have not received a proper refund must initiate an appeal within (5) five days of being advised of the refund owed.

Windward Community College does not assess a change fee where the institution, as opposed to the student, is in error or has classes cancelled.

In accordance with University policy, a student may appeal to the Director of Student Services.



Staff

Board of Regents of the University of Hawaii

Stanley Y. Mukai, Chairman (Oahu)
Stephen G. Bess (Hawaii)
Gladys Brandt (Oahu)
Gregory Dela Cruz (Oahu)
Julia Frohlich M.D. (Oahu)
Robert M. Fujimoto (Hawaii)
James F. Gary (Oahu)
Daniel Ishii (Oahu)
Kenneth N. Kato (Maui)
Walter R. Steiger (Oahu)
Bert K. Tsuchiya (Kauai)
Tatsuki Shiramizu, Secretary of the Board

Central Administration: The University of Hawaii

Fujio Matsuda, Sc.D. President
Albert Simone, Ph.D. Vice President
for Academic Affairs
Harold S. Masumoto, J.D. Vice President for
Administration

Office of the Chancellor for Community Colleges

Joyce S. Tsunoda, Ph.D. Chancellor for
Community Colleges

Windward Community College: Administration

Peter T. Dyer Provost
Iris T. Fukui Dean of Instruction
Hiroshi Kato Assistant Dean of Instruction
Jeffrey W. Hunt Acting Assistant Dean
of Instruction
Keiji Kukino Director, Administrative Services
John Baker Director of Student Services

Windward Community College: Staff and Faculty

JOHANNA AYERS Financial Aids Officer
M.Ed., University of Hawaii
B.A., University of Redlands
JOHN BAKER Director of Student Services
Ph.D., Boston College
B.D., San Francisco Theological Seminary
B.A., Davidson College

NANCY BUCHANAN Career Counselor
M.B.A., University of Hawaii
M.Ed., University of North Carolina
B.S., Radford University

LORRAINE MADSEN BUCKLEY Instructor,
Aquaculture, Zoology; MOP Coordinator;
Associate Investigator, HBAP
M.S., Louisiana State University
B.S., University of Tennessee

KERINA CHEWNING Instructor, Sociology
Ph.D., University of California, Santa Barbara
M.A., University of California, Santa Barbara
B.A., University of Michigan

LILLIAN CUNNINGHAM Instructor, English
M.A., University of Arkansas
B.A., Hastings College

ROBERT de LOACH 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, Language Arts
Ph.D., University of Washington
M.A., University of Hawaii
B.A., University of Hawaii

JOSEPH DEMARKE Instructor, Automotive
Technology; Automotive Technology
Department Chairperson
B.S., California Polytechnical State University,
San Luis Obispo

DAVID DENISON Instructor, Social Science,
Geography
Fifth Year Teaching Certificate, University of
Hawaii
M.A., University of Arizona
B.A., Southern Illinois University

PETER T. DYER Provost
Ed.D., State University of New York at Albany
M.Ed., University of Rochester
A.B., Colgate University

STEPHEN FLICK Instructor, English
M.F.A., University of Montana
B.A., San Jose State University



ROY FUJIMOTO Acting Director of
Community Services
M.A., University of Hawaii
B.A., University of Santa Clara

IRIS T. FUKUI Dean of Instruction
M.Ed., University of Hawaii
B.Ed., University of Hawaii

DAVID FURUTO Instructor, Mathematics;
Math/Science Department Chairperson
Ed.D., Brigham Young University, Utah
M.Ed., University of Hawaii
Teaching Certificate, Brigham Young University,
Hawaii Campus
M.S., University of Illinois
B.S., Brigham Young University, Hawaii Campus

PHILLIP R. HAGSTROM Instructor, History
M.A., University of Hawaii
B.S.Ed., Northwestern University

CHARLES HEAUKULANI Registrar
B.S., Chaminade College

NANCY A. HEU Public Services Librarian
M.L.S., University of Hawaii
B.A., University of Hawaii

HELEN HEW-LEN Instructor, Secretarial
Science, HPER
Ed.D., Nova University
M.Ed., University of Hawaii
B.A., The Church College of Hawaii

ROBERT HICKS Instructor,
Communication/Speech,
EEO Coordinator
M.A., University of Hawaii
M.A., University of Michigan
B.S., Michigan State University

NORMA HIGA Instructor, Economics
M.S.T., University of Missouri
Fifth Year Diploma, University of Hawaii
B.Ed., University of Hawaii

SNOWDEN HODGES Instructor, Art
M.F.A., Maryland Institute College of Art
B.F.A., Maryland Institute College of Art

JEFFREY W. HUNT Acting Assistant Dean
of Instruction; Principal Investigator, HBAP
M.S., Whittier College
Fifth Year Teaching Certificate, Whittier College
B.A., Whittier College

ROY INOUYE Assistant Lab Coordinator,
Learning Skills Lab
M.Ed., Ohio State University
B.S., Ed., Ohio State University
A.A., Windward Community College

NEAL JOSEPH Counselor, Academic Advisor,
Instructor, Interdisciplinary Studies
M.Ed., University of Hawaii
B.Ed., University of Hawaii

- HIROSHI KATO Assistant Dean
of Instruction
M.S. & M.Ed., University of Hawaii
B.A., Sacramento State College
A.A., Bakersfield College
- DONALD KILLEEN Instructor, Reading/
Learning Skills
M.Ed., University of Florida
B.S., Trenton State College
A.A., Middlesex County College
- SUZANNE KITA Counselor, TRIO Project
M.A.T., University of North Carolina
B.A., University of North Carolina
A.A., Del Mar College
- KEIJI KUKINO Director, Administrative Services
B.S., University of Hawaii
- RONALD LOO Instructor, Philosophy, Music
M.A., University of Hawaii
B.A., University of Hawaii
- JACQUELINE R. MALY Instructor, Biology,
General Science
M.Ed., University of Hawaii
M.A., De Paul University
B.A., University of Chicago
- CLAYTON MASUDA Instructor, Accounting
B.B.A., University of Hawaii
- GLORIA MOORE Instructor, Music
M.M., University of Hawaii
B.A., University of Oklahoma
- MALIE MOSSMAN Counselor, Academic
Advisor, Instructor, Hawaiiiana
M.Ed., University of Hawaii
B.A., Central Washington State College
- ROY H. MURAMOTO Director, TRIO Project
M.Ed., University of Hawaii
M.B.A., Pepperdine University
B.A., University of Hawaii
- OTOME M. MYERS Instructor, Psychology
M.P.H., University of Hawaii, School of Public
Health
M.S., Columbia University
M.A., University of Chicago
School of Social Work Certificate, University of
Hawaii
B.A., University of Hawaii
- STEVEN NAKASONE Fiscal Officer
B.A., University of Hawaii
- DOROTHY NIIMOTO Instructor, Botany
Ph.D., Cornell University
M.S., University of Hawaii
B.A., University of Hawaii
- LAWRENCE NOVA Instructor,
Automotive Technology
B.A., San Francisco State University
A.A., Merritt College
Automotive Technology Certificate,
Merritt College
- JANICE NUCKOLS Instructor, History
M.A., University of Hawaii
B.A., Marietta College
- JEAN OKUMURA Instructor, Mathematics
M.S., Oregon State University
M.Ed., University of Hawaii
B.Ed., University of Hawaii
- DAVID PALMER Media Specialist
M.Ed., University of Hawaii
B.S.E.E., Southern Methodist University, Dallas
- GERALD ST. JAMES Instructor,
Secretarial Science
M.A., Northern Arizona University
B.S., Eastern Michigan University
A.A., Mott Community College, Michigan
- JEAN MINAMI SHIBUYA Instructor, English-
Expository Writing, Literature
M.A., University of Washington
Fifth Year Teaching Certificate, University of
Hawaii
B.A., University of Hawaii
- GARY STICE Instructor, Geoscience,
Oceanography
Ph.D., University of Hawaii
B.S., Stanford University
- 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
- OPAL TERBEEK Instructor, Secretarial
Science; Business Department Chairperson
M.S.Ed., University of Southern California
B.S., University of Southern California

EMI TROEGER Instructor, Secretarial Science
M.Ed., University of Hawaii
B.Ed., University of Hawaii

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

GEORGE WEBER Electronic Technician

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

DE ETTA WILSON Library Director
Ph.D., University of Southern California
M.Ed., University of Hawaii
M.L.S., The University of Texas
B.A., Louisiana State University

ALFRED WOODS, JR. Instructor, Finance
B.S., University of California

JOAN YAMAMOTO Bookstore Manager

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

Clerical and Maintenance Staff

Theresa Alfonsi Library Assistant
A. Dolores Botelho Secretary to the
Dean of Instruction
Irene Callejo Clerk-Typist,
Financial Aid Office
X. Frank Chang Building Maintenance Worker
Mary Ciacci Clerk-Typist, Word Processing
Kim Kiyono Clerk-Typist, Assistant
Dean of Instruction, Division I
Betty Kunishige Clerk, Business Office
Trudy Kurosaki Secretary to the
Director of Student Services
Beatrice Kuwana Clerk-Typist, Assistant
Dean of Instruction, Division II
Joy Lindsey Clerk-Typist, Trio Project
Jeannette Matsunaga Clerk-Typist, Media
Production Center
Dolores Medeiros Janitor
Leilani Moss Secretary to the Provost
June Nakasone Account Clerk, Business Office
Sharon Nihei Library Technician
Gale Niwa Clerk, Business Office
Vera Okamura Clerk-Typist, Public Service
Ann Omiya Library Assistant
Lavenda Saberon Janitor, Working Foreman
Chieko Soares Janitor
Irene Tokuda Clerk-Typist, Administrative Services
Aileen Wun Clerk-Typist, Registrar
Kathy Yamamoto Secretary to the Director
of Administrative Services
Barbara Zakabi Janitor

Advisory Committees

Agriculture Advisory Committee

Greg Boyer Craig Mayeda
Thomas Hatakeyama Matsuo Okamoto
Ken Leonhardt

Business Advisory Committee

Calvert Chipchase III Sally Gribbon
Ariel Chun Beverly McGowan
Roland Chun Loretta Robello

Hawaiian Backyard Aquaculture Program Advisory Committee

Michael Fujimoto Barry Pierce
Kendrick Lee William Richards
David Onizuka

Visitor Industry Advisory Committee

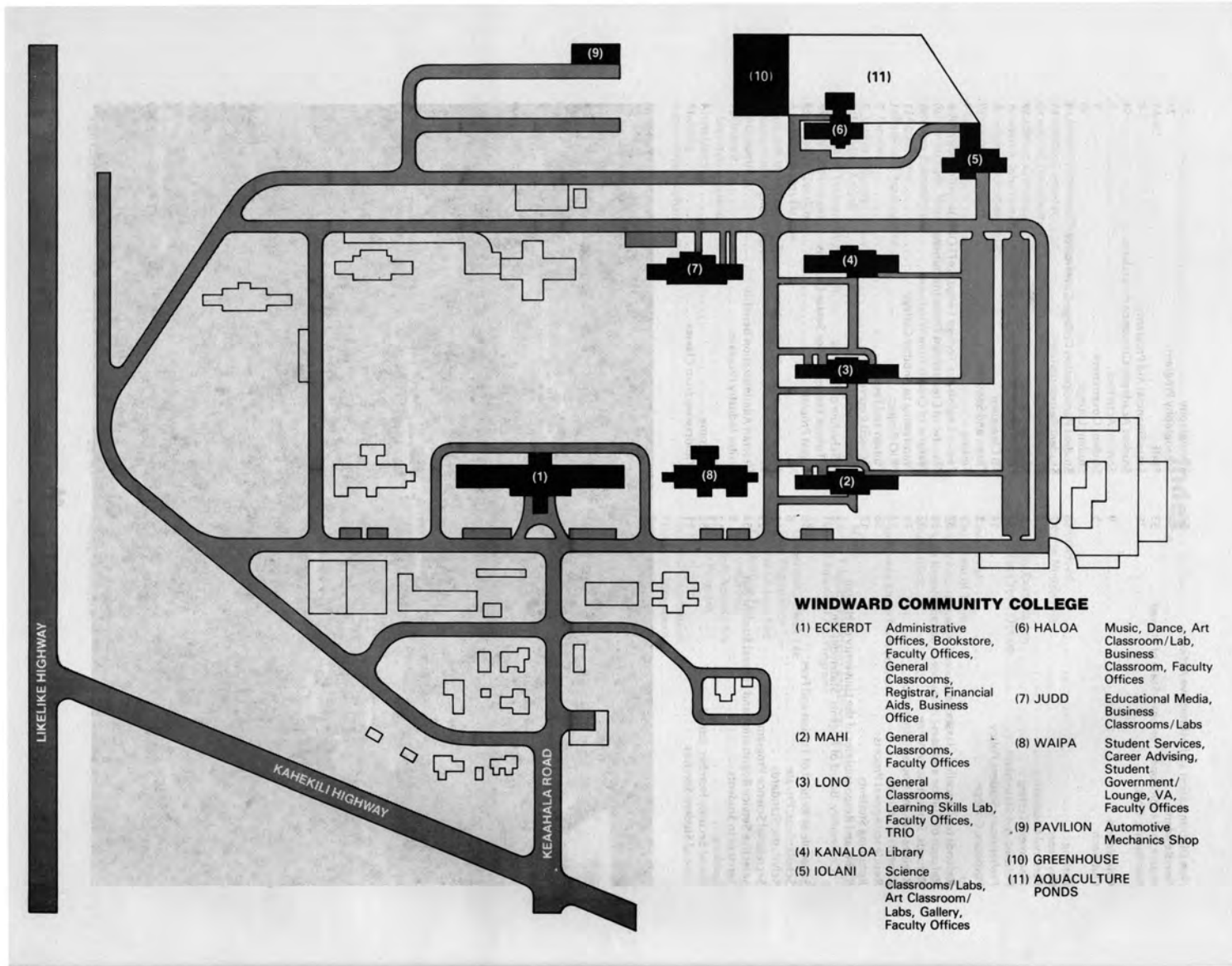
Leatrice Bekheart Steve Kolt

Index

Academic Advising/Orientation	9	Counselor	17
Academic Calendar	2	Course Numbering	26
Academic Dishonesty	55	Credit	26
Academic Grievance Procedure	54	Credit by Examination	15
Academic Information	13	Credit/No Credit Option	16
Academic Probation Policy	14		
Accounting Program	21	Dean's List	13
Accreditation	5	Definition of Terms	13
Admission Information	6	Degree Requirements, Associate in Arts	18
Administration, Windward Community College	58	Degree Requirements, Associate in Science	20
Advisory Committees	5, 61	Drugs, Illicit	12
Agriculture	61		
Backyard Aquaculture	61	Emergency Short-Term Loans	8
Business	61		
Visitor Industry	61	Faculty	58-61
Affirmative Action	53	Family Educational Rights and Privacy Act	52
Agricultural Technology Program	20	Federal Financial Aid Programs	8
Alcoholic Beverages	12	Fees	7
Application Deadlines	6	Dishonored Check Fee	7
Associate in Arts Degree	18	Late Registration Fee	7
Associate in Arts Degree Requirements	18	Course Change Fee	7
Associate in Science Degree	20	Graduation Fee	7
Accounting	22	Transcript Fee	7
Finance	24	Student Activity Fee	7
Secretarial Science	23	Finance Program	24
Attendance	12	Financial Aids	7
Auditing	16	Financial Information	7
Automotive Mechanics Program	21	Financial Obligations	7
		Food Services	10
Benefits, Veterans	8	Foreign Students	6
Board of Regents UH	58		
Bookstore	10	General Information	5
Business Lab	11	Grade Point Average	15
Business Programs	21-24	Grade Reports	14
		Grading	15
Campus Map	64	Graduation Information	12
Cancelled Classes	17	Grievance Procedures, Student Academic	54
Cancelled Classes, Refund	57		
Career Counseling/Testing	9	Handicapped Persons	53
Central Administration, UHM	58	Handicapped Student Services	11
Certificate Programs	19	Health Requirements (Foreign Students)	6
Certificate of Achievement	20	Health Services	10
Accounting	21	Housing	11
Automotive Mechanics	21		
Finance	24	Illicit Drugs	12
Stenography	23	Impermissible Behavior	12
Certificate of Completion	20	Independent Studies	25
Agricultural Technology	20	Instructional Programs	18
Automotive Mechanics	21		
Clerical Typing	22	Job Placement	9
Finance	24		
Typist	22	Learning Skills Center	11
Visitor Industry Program	24	Lethal Weapons	12
Chancellor for Community Colleges, Office of	58	Library	10
Change of Address	12	Loans, Emergency	8
Change of Major	12	Lost and Found	11
Class Size	16	Lounge Facilities	10
Clerical Staff	61		
Clerical Typing Program	22	Maintenance Staff	61
College Governance, student participation	9	Majors	18
College Level Examination Program (CLEP)	15	Map, Campus	64
College, The (General Information)	5	Math Learning and Kokua Lab	11
Community Service	5, 25	Marine Option Program	25
Concurrent Registration	17	Media Production Center	10
Controlled Growth Policy	6	Military Science Courses	25
Cooperative Education	25	Misrepresentation	6
Course Descriptions (Descriptions of courses in alphabetical order)	26-50		

Non-Discrimination and Affirmative Action	53	Stenography	23
Non-Resident	6, 56	Stenography Program	23
Notice to Handicapped Persons—State of Hawaii	53	Staff	58-61
Numbering, Course	26	State Financial Aid Programs	8
Orientation	9	Student Academic Grievance Procedures	54
Outreach	5	Student Activities	9
Parking	10	Student Government	9
Payments	7	Student Lounge	10
Personal Counseling	9	Student Participation College Governance	9
Placement Testing	9	Student Responsibilities	12
Policies and Statements	52	Student Services	9
Probationary Student Policy	14	Summer Session	17
Purposes, College	5	TB Clearance	6
Refunds for Cancelled Classes	57	Terms and Semesters	17
Refunds of Tuition and Fees	56	Testing	9
Refunds, Student Activity Fee	57	Test of English as a Foreign Language (TOEFL)	6
Registration and Course Information	16	Transfer of Credits from Other Institutions	15
Repeating Courses	14	Transfer of Credits from Windward	51
Residency Appeal Process	56	Transferring to Another College	51
Returning Students	17	TRIO Project	11
Rights and Responsibilities of the University of Hawaii		Tuition and Fees	7
Community, Board of Regents' Statement On	54	Credit Course	7
Schedule of Refund of Tuition and Fees	56	Non-Credit Courses	7
Scholarships, Private	8	Schedule of Refunds	56
Scholastic Standards	13	Tuition Exemption for Senior Citizens	7
Secretarial Science Program	23	Typist Program	22
Selective Service Registration and Federal Student Aid	53	Use of Social Security Number	52
Services to Students	9	Veteran Administration Benefits	8
Smoking	12	Visitor Industry Program	24
Social Security Number, Use of	52	Welcome	4
Special Student Services	11	Withdrawing from Classes	17





WINDWARD COMMUNITY COLLEGE

- | | | | |
|-------------|--|------------------------|---|
| (1) ECKERDT | Administrative Offices, Bookstore, Faculty Offices, General Classrooms, Registrar, Financial Aids, Business Office | (6) HALOA | Music, Dance, Art Classroom/Lab, Business Classroom, Faculty Offices |
| (2) MAHI | General Classrooms, Faculty Offices | (7) JUDD | Educational Media, Business Classrooms/Labs |
| (3) LONO | General Classrooms, Learning Skills Lab, Faculty Offices, TRIO | (8) WAIPA | Student Services, Career Advising, Student Government/Lounge, VA, Faculty Offices |
| (4) KANALOA | Library | (9) PAVILION | Automotive Mechanics Shop |
| (5) IOLANI | Science Classrooms/Labs, Art Classroom/Labs, Gallery, Faculty Offices | (10) GREENHOUSE | |
| | | (11) AQUACULTURE PONDS | |

Windward Community College
45-720 Keahala Road
Kaneohe, HI 96744

Non-Profit Org
U.S. POSTAGE
PAID
Kaneohe, Hawaii
Permit No. 11