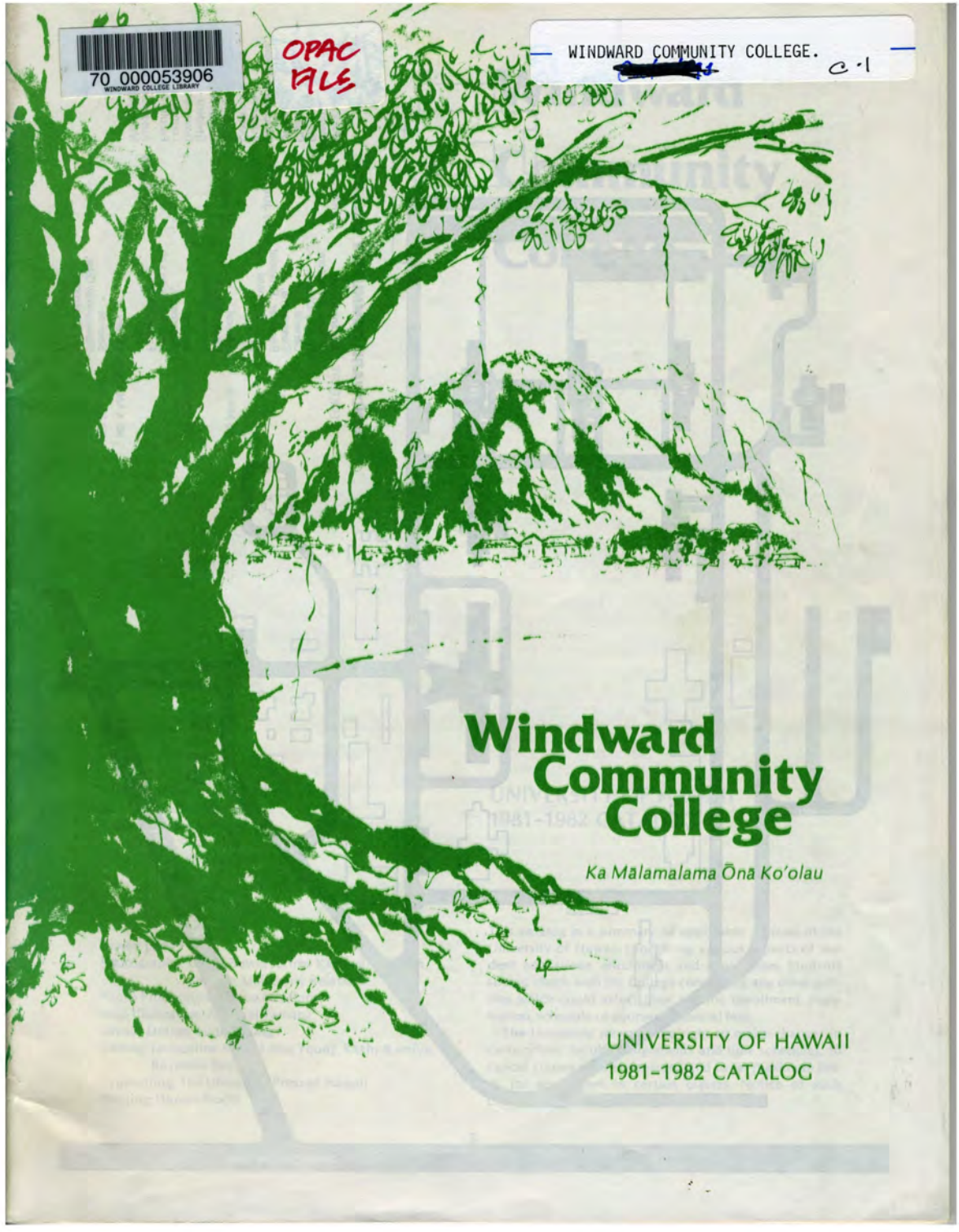




OPAC FILE

WINDWARD COMMUNITY COLLEGE.

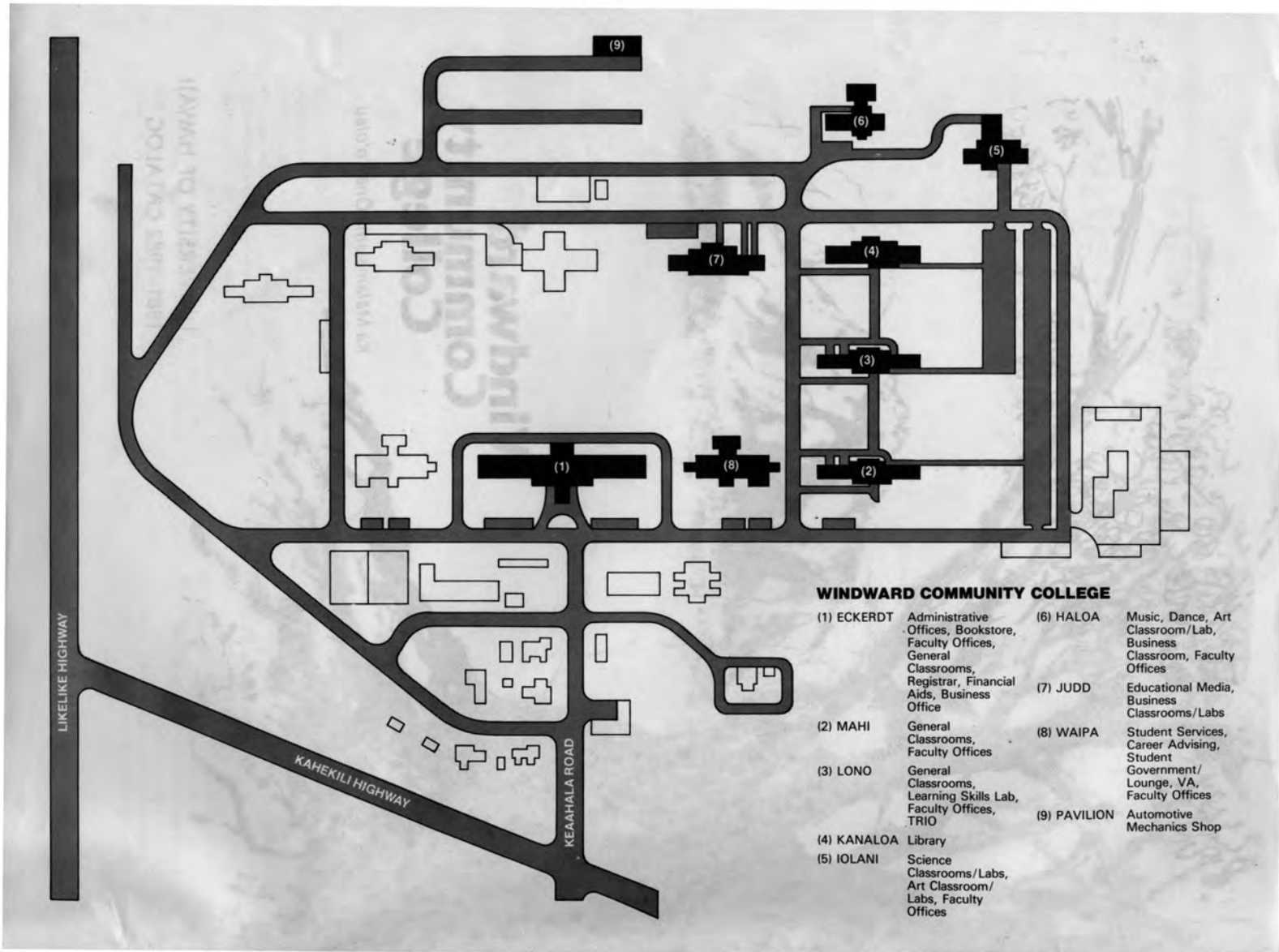
c-1



# Windward Community College

*Ka Malamalama Ōna Ko'olau*

UNIVERSITY OF HAWAII  
1981-1982 CATALOG



**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, Faculty Offices                                                       |              |                                                                                   |



# Windward Community College

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

Telephone (808) 235-0077

Cover: Larry Prado  
Photography: David Bown, Jeffrey Kagawa, Norman Shapiro, University Relations  
Photo Production: Masao Miyamoto  
Map Illustration: Michael Tamaru  
Layout Design: Libby Young  
Editing: Jacqueline Maly, Libby Young, Kathy Kamiya, Raynette Baoy  
Typesetting: The University Press of Hawaii  
Printing: Hawaii Hochi

## UNIVERSITY OF HAWAII 1981-1982 CATALOG

This catalog is a summary of applicable policies of the University of Hawaii concerning various aspects of student admissions, enrollment and registration. Students should check with the College concerning any other policies which could affect their specific enrollment, registration, schedule of courses or special fees.

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

# Academic Calendar — 1981 - 1982

## 1981 — FALL SEMESTER

August 7 (F) ..... APPLICATION DEADLINE FOR REGULAR REGISTRATION  
 August 17-19 (M-W) ..... Regular Registration  
 August 21 (F) ..... Holiday: Admission Day  
 August 24 (M) ..... APPLICATION DEADLINE FOR LATE REGISTRATION  
 August 26-27 (W-Th) ..... Late Registration

### TERM I (First 8 weeks)

August 27 (TH) ..... FIRST DAY OF INSTRUCTION  
 September 2 (W) ..... Last Day of Erase Period, Term I  
 September 4 (F) ..... Last Day of Add Period, Fall Semester  
 September 7 (M) ..... Holiday: Labor Day  
 September 16 (W) ..... Last Day of Erase Period, Fall Semester  
 September 30 (W) ..... Last Day of Official Withdrawal, Term I  
 October 12 (M) ..... Holiday: Discoverers' Day  
 October 19 (M) ..... APPLICATION DEADLINE FOR REGISTRATION, Term II  
 October 19 (M) ..... Last Day of Instruction  
 October 20-21 (T-W) ..... Exam Period, Term I

### TERM II (Second 8 weeks)

October 21 (W) ..... Regular Registration  
 October 22 (Th) ..... FIRST DAY OF INSTRUCTION  
 October 27 (T) ..... Last Day of Add Period, Term II  
 October 29 (Th) ..... Last Day of Erase Period, Term II  
 November 4 (W) ..... LAST DAY OF OFFICIAL WITHDRAWAL, FALL SEMESTER  
 November 11 (W) ..... Holiday: Veterans' Day  
 November 25 (W) ..... Last Day of Official Withdrawal, Term II  
 November 26-27 (Th-F) ..... THANKSGIVING RECESS  
 December 16 (W) ..... Last Day of Instruction  
 December 17-22 (Th-T) ..... Exam Period, Fall Semester and Term II  
 December 23 (W) ..... Last Day to Make-up Incomplete Grade from Spring, 1981, Semester  
 December 23 (W) ..... End of Fall Semester and Term II

## 1982 — SPRING SEMESTER

December 23, 1981 (W) ..... APPLICATION DEADLINE FOR REGULAR REGISTRATION  
 January 4-6 (M-W) ..... Regular Registration  
 January 11 (M) ..... APPLICATION DEADLINE FOR LATE REGISTRATION  
 January 13-14 (W-Th) ..... Late Registration

### TERM III (First 8 weeks)

January 14 (Th) ..... FIRST DAY OF INSTRUCTION  
 January 20 (W) ..... Last Day of Erase Period, Term III  
 January 22 (F) ..... Last Day of Add Period, Spring Semester  
 February 3 (W) ..... Last day of Erase Period, Spring Semester  
 February 15 (M) ..... Holiday: Presidents' Day  
 February 17 (W) ..... Last Day of Official Withdrawal, Term III  
 March 8 (M) ..... APPLICATION DEADLINE FOR REGISTRATION, Term IV  
 March 8 (M) ..... Last Day of Instruction  
 March 9-10 (T-W) ..... Exam Period, Term III

### TERM IV (Second 8 weeks)

March 10 (W) ..... Regular Registration  
 March 11 (Th) ..... FIRST DAY OF INSTRUCTION  
 March 16 (T) ..... Last Day of Add Period, Term IV  
 March 17 (W) ..... Last Day of Erase Period, Term IV  
 March 22-26 (M-F) ..... SPRING RECESS  
 March 26 (F) ..... Holiday: Prince Kuhio Day  
 March 31 (W) ..... LAST DAY OF OFFICIAL WITHDRAWAL, SPRING SEMESTER  
 April 9 (F) ..... Holiday: Good Friday  
 April 14 (W) ..... Last Day of Official Withdrawal, Term IV

August 1981							September 1981									
S	M	T	W	T	F	S	S	M	T	W	T	F	S			
						1			1	2	3	4	5			
2	3	4	5	6	7	8	6	7	8	9	10	11	12			
9	10	11	12	13	14	15	13	14	15	16	17	18	19			
16	17	18	19	20	21	22	20	21	22	23	24	25	26			
23	24	25	26	27	28	29	27	28	29	30						
30	31															
October 1981							November 1981									
S	M	T	W	T	F	S	S	M	T	W	T	F	S			
				1	2	3	1	2	3	4	5	6	7			
4	5	6	7	8	9	10	8	9	10	11	12	13	14			
11	12	13	14	15	16	17	15	16	17	18	19	20	21			
18	19	20	21	22	23	24	22	23	24	25	26	27	28			
25	26	27	28	29	30	31	29	30								
December 1981							January 1982									
S	M	T	W	T	F	S	S	M	T	W	T	F	S			
				1	2	3	4	5							1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9			
13	14	15	16	17	18	19	10	11	12	13	14	15	16			
20	21	22	23	24	25	26	17	18	19	20	21	22	23			
27	28	29	30	31			24	25	26	27	28	29	30			
							31									
February 1982							March 1982									
S	M	T	W	T	F	S	S	M	T	W	T	F	S			
			1	2	3	4	5	6								
7	8	9	10	11	12	13	7	8	9	10	11	12	13			
14	15	16	17	18	19	20	14	15	16	17	18	19	20			
21	22	23	24	25	26	27	21	22	23	24	25	26	27			
28							28	29	30	31						
April 1982							May 1982									
S	M	T	W	T	F	S	S	M	T	W	T	F	S			
				1	2	3							1			
4	5	6	7	8	9	10	2	3	4	5	6	7	8			
11	12	13	14	15	16	17	9	10	11	12	13	14	15			
18	19	20	21	22	23	24	16	17	18	19	20	21	22			
25	26	27	28	29	30		23	24	25	26	27	28	29			
							30	31								

□ Academic Days of Significance

○ Holiday

April 30 (F) ..... Last Day to Apply to Participate in Commencement  
 May 7 (F) ..... Last Day of Instruction  
 May 10-13 (M-Th) ..... Exam Period, Spring Semester and Term IV  
 May 14 (F) ..... Last Day to Make-up Incomplete Grade from Fall, 1981, Semester  
 May 16 (Sunday) ..... GRADUATION

## 1982 — SUMMER SESSION

May 28 (F) ..... APPLICATION DEADLINE FOR REGISTRATION  
 June 9-10 (W-Th) ..... REGISTRATION  
 June 11 (F) ..... Holiday: Kamehameha Day  
 June 14 (M) ..... FIRST DAY OF INSTRUCTION  
 June 16 (W) ..... Last Day of Add Period  
 July 5 (M) ..... Holiday: Independence Day  
 July 26 (M) ..... Last Day of Instruction  
 July 27 (T) ..... Evaluation Day  
 July 27 (T) ..... End of Session



**Ka Maʻamalama Ōna Koʻolau**

The motto of the College identifies it as a place of enlightenment (knowledge and light), a radiant place nestled in the Koʻolau.

## Table of Contents

Campus Map	2
Academic Calendar - 1981-82	4
Welcome	6
General Information	7
Admission Information	8
Financial Information	9
Services to Students	11
Student Responsibilities	14
Academic Information	15
Instructional Programs	20
Course Descriptions	28
Transfer Information	52
Policies & Statements	54
Staff	59
Advisory Committees	62
Index	63



## 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, 1981-82*. You are certain to find that our programs of instruction and services offer you a great many opportunities for personal growth and development, and a means of obtaining technical skills necessary for finding employment.

We are a friendly campus, nestled at the foot of the Koolau mountain range. Several of our students come to take only a course or two and learn a bit more about the exciting world that surrounds them. In order to advance in the

jobs they already hold, many students attend class after working a full day in Honolulu. Other students spend the better part of each day with us, completing general education courses in order to earn an A.S. degree or an A.A. degree and then transfer to a four year college or university elsewhere.

If you should choose to enroll at Windward Community College, you'll find a qualified and very dedicated faculty, academic advisors, and career counselors, an excellent Library, an active student government, lots of parking, and a "helping attitude" which makes a community college a very special kind of college. We certainly hope you'll join us soon.

# 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 1980 enrollment of more than 1,435 students. The College offers both liberal arts and vocational educational programs. The program of courses offered, particularly in the vocational education fields, is slated for further expansion.

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

## Purposes

Windward Community College seeks to be a comprehensive community college. Its purpose is to serve the post-secondary educational needs of individuals residing in the communities served by the College. The College fulfills this purpose by offering

- a wide variety of liberal arts courses for individuals seeking to meet the requirement of a baccalaureate degree program at a four-year institution 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;
- public services 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, and 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, the different ways courses are taught, and the times at which they are offered. Accessibility is also stressed, as is assessment. Courses are planned for both on-campus and off-campus and are offered during the evenings and days. Eight week terms enable some students to enter the College with a minimum of delay between semesters.

## 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 Office of Community Services. 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.

## Accreditation

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

## 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. 57.



This school 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.

## 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 will register during regular registration. Those who apply late will register during late registration. Some programs have limited openings. Applications will be accepted on a first-come first-served basis.

### WCC APPLICATION DEADLINES

	Regular Application	Late Application
Fall Semester & Term I, 1981	Aug. 7, 1981	Aug. 24, 1981
Fall Term II, 1981	Oct. 19, 1981	
Spring Semester & Term III, 1982	Dec. 23, 1981	Jan. 11, 1982
Spring Term IV, 1982	Mar. 8, 1982	

- 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 will pick classes and pay tuition and fees during the registration periods (see Academic Calendar, p. 4).

All applicants are required to file TB clearance (results of skin tests or chest X rays) prior to registration. New students also must 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 will be subject to the regular disciplinary measures of the University of Hawaii.



# Financial Information

## Tuition and Fees

### 1. Credit courses, per semester/term:

	Part-time	Full-time
<b>Hawaii residents*</b>	<b>1-11 credits</b>	<b>12+ credits</b>
tuition	\$3.50/credit	\$40
student activity fee	1-10 credits 50¢/credit (mandatory)	11+ credits \$5 (mandatory)
<b>non-Hawaii residents</b>		
tuition	\$38/credit	\$450.00
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. Please 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:

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

**Late Registration Fee:** A late registration fee of \$2 is charged (in addition to tuition and student activity fees) 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. A \$1 fee is charged for each transcript sent elsewhere. Transcripts can



only be released 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

Students who have not met their financial obligations at any campus in the University of Hawaii (such as non-payment of tuition and fees, fines or loans) are subject to any or all of the following sanctions:

1. Denial of registration.
2. Registration cancelled.
3. Transcripts, diplomas, and/or grade withheld.

Sanctions are imposed under rules and regulations adopted by the Board of Regents governing delinquent financial obligations. A copy of these rules and regulations is available for review in the Business Office.

### **Financial Aids**

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

1. the College Scholarship Service's Financial Aid Form (FAF)-Hawaii Edition, which includes the Basic Grant application;
2. a Financial Aid Transfer Record from all colleges attended prior to enrolling at WCC;
3. a copy of the IRS 1040 or 1040A form submitted by parents and/or student for the preceding calendar year;
4. additional documents may be required depending on individual circumstances.

The deadline for applying for aid for the 1981-82 academic year is June 1, 1981. Applications received 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 Aid Office, Eckerdt Building, Room 113.

### **Federal Financial Aid Programs**

Basic Grants (soon to be re-named Pell Grants) and Supplemental Educational Opportunity Grants are federal grants available to qualified undergraduate students who are enrolled at least half-time.

College Work-Study Program (CWSP) is a federal program providing part-time employment opportunities to qualified students who are enrolled at least half-time and who need to earn college expenses not covered by other financial aid.

The National Direct Student Loan (NDSL) Program is a low interest, long-term loan program available to qualified students who are enrolled at least half-time. Repayment begins one year after a student leaves school or drops to less than half-time.

The Guaranteed Student Loan Program makes low-interest loans available from commercial 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.

### **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. Repayment begins after a student leaves school or drops to less than full-time status.

Hawaii State Scholarships (HSS) and Hawaii Student Incentive Grants (HSIG) are tuition grants available to qualified full-time resident students.

### **Hawaii Merit Scholarships**

Hawaii Merit Scholarships are tuition grants for qualified resident students. Recipients are selected on the basis of academic achievement.

### **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 and only when there is a reasonable expectation that repayment can be made. Repayment in full is due within 30 days.

### **Veterans Administration Benefits**

The College is approved for veterans' training and consequently students may 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

Student Services is located in WAIPA Building.

## Academic Advising/Orientation

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

Group orientation and advising sessions are held during the period preceding registration for each term. One-to-one meetings may be arranged on an appointment basis by phoning Student Services, 235-0113.

## Placement Testing

Since many students are entering college after a few years or months of not attending school, refresher courses often help to renew skills in reading speed, vocabulary, and comprehension. Accordingly, Windward requires all entering students to take a placement test in reading so that students will know whether or not a refresher course would be useful.

Math placement tests also are required for students planning to take math courses. The tests provide valuable guidance on which level of math would meet student needs.

## Personal Counseling

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

## Career Counseling/Testing

Career counseling and occupational interest 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 235-0077, 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 235-0077 and ask for the Job Place 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 and last year sponsored the College newspaper, *O Ka Ohana*, a spring Hoolaulea, 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 provide a vehicle for student participation in policy making. Among these are ad hoc personnel committees, which assist in the selection of College faculty and staff; curriculum committee, which reviews courses offered by the College; program planning committee, which is charged with responsibilities for assisting in the development of program and staffing plans.

Students are also actively involved in carrying out many of the activities of the College, serving as instructors for non-credit courses and lab assistants, and assisting in the development of a public services program.

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

## Lounge Facilities

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





### **Bookstore**

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

The bookstore is located in Eckerdt Building and is open Monday-Friday, 9:00 a.m.-1:00 p.m. and 2:00-3:30 p.m. Phone, 235-0118.

### **Food Services**

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

### **Library**

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

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

Guides to the use of the Library and services offered are available at the circulation desk. 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**

A 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.

### **Lost and Found**

Articles which are lost and found are located in the Business Office in Eckerdt 114.

### **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.

**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 Lab**

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

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

**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 Building, Room 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.

**Skills Improvement Program**

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 can provide remedial/developmental coursework, counseling services, and tutorial assistance.

Students must meet the minimum federal eligibility criteria to receive services. Eligibility is determined by reason of deprived educational, cultural, economic background, or physical handicap.

The program is designed to provide each student the support services necessary to help them "learn the ropes" of the educational system. Students are encouraged to visit the SIP office located in Lono 107, or call 235-0119, for further information.



# Student Responsibilities

---

## Student Responsibility

Although advisory services are provided and students are encouraged to take advantage of them, the students themselves ultimately are responsible for following the proper procedures and completing the work required in their 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. Report cards 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 ECK 112.

## Graduation Information

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

For specific graduation requirements see 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.

## Parking

Parking is permitted in designated areas. There is no charge for parking. Students are advised not to park on grassy areas.

## 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.

## Impermissible Behavior

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

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

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

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

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 offices of the Dean for Student Services, Dean of Instruction and the Library.

## Academic Dishonesty

Students are encouraged to familiarize themselves with the Academic Dishonesty Policy found on pp. 56 of the catalog.

# Academic Information

---

## Definition of terms used at Windward Community College

**Add:** Transaction which occurs after a student has registered and wishes to increase his/her 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 is 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 is 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 shall not exceed 23.

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

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

**Course:** A unit of instruction consisting of recitations, lectures and laboratory sessions 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 given 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:** Preparation of skills or courses required prior to enrollment in another course.

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

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

**Semester:** A time span of sixteen weeks within a 4½ 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 summer session of six weeks duration 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 award of the Associate in Arts Degree, Associate in Science Degree, and the Certificates of Achievement/Completion.

### Grade Reports

Grade reports will be mailed to students at the end of each semester. Students shall assume the responsibility of reporting any errors on their grade report to the Registrar as soon as possible. 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, and if satisfactory progress is not made in ensuing semesters, the student will be placed in academic probation and eventually suspended or dismissed from the College.

A student enrolled in 6 or more credits will be classified as making *Unsatisfactory academic progress* when:

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 will be placed on *Warning* for the subsequent semester after making unsatisfactory academic progress, and is expected to see a counselor during that time.

*Academic Probation.* If a student makes unsatisfactory progress the semester he or she is on *Warning*, the student will be placed on *Academic Probation* the following semester. A student on academic probation is required to see a counselor before registering, and 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 or certification for veterans benefits.

*Suspension.* A student will be suspended if he or she continues to make unsatisfactory 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 shall be on probation during the semester of re-entry.
2. Notation of suspension shall be 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 Dean for Student Services prior to the beginning of regular registration for the following semester.

*Dismissal.* A student shall be dismissed from the College if he or she does not make satisfactory progress (as defined above) during the semester in which he or she returns from academic suspension. A student who has been dismissed will be readmitted only in unusual circumstances.

*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 Dean for 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, in the awarding of a degree or certificate, 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 at this College subject to the specific requirements in each program. Some credits, however, may come under "elective" classification if Windward has no equivalent.

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 Dean for 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 page 52.

### Credit by Examination

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



The grade earned will be Cr (credit) or NCr (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). The maximum number of credits that may be awarded shall not exceed 48 credits. A passing score on a CLEP examination shall be recorded as Cr (credit) and the credit shall be recorded as "Advanced Standing" credit on the student's transcript. Only students achieving CLEP examination scores at or above specified levels of achievement shall be 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 which 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 Office of the Dean of Instruction, the Dean for 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 which grades of I, W, Cr, and NCr were awarded.

Although I, W, and NCr 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 of 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 successful achievement of the objectives of a course. At the College, the letter grades which can be awarded include the following:

Letter Grade	Definition	Grade Points Awarded
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)
I	Incomplete This is a temporary grade given at the instructor's option when 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, then I will revert to the contingency grade identified by the instructor.	No grade points given and no course credits awarded until student completes course
Cr	Achievement of objectives of course at C level or higher.	No grade points given (course credits awarded)
NCr	Achievement of objectives of course at less than C level.  The Cr/NCr option must be declared by the end of	No grade points given (no course credits awarded)

Letter Grade	Definition	Grade Points Awarded
	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.	
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 the 5th week of an 8-week course or the 10th week of a 16-week course.	No grade points given (no course credits awarded)

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/NCr 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/NCr 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 UH Manoa, the Cr/NCr 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/NCr.

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

## Registration and Course Information

### Auditing

The College does not permit a student to enroll in a class as an auditor.

### 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. 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, while taking courses at Windward. 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 Dean for 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. 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. 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 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 desire 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 pp. 57 for Schedule of Refund.) 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, ECK 112.



# Instructional Programs

## The Instructional Program

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

Courses offered are intended to meet the needs of individuals:

- intending to earn an Associate in Arts degree in the liberal arts;
- intending to 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 only in taking a few 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.

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

Modes of instruction also vary, and students may enroll in group-learning, lecture oriented classes, or highly individualized classes in which programmed instruction materials are used extensively, or for independent studies projects. A few take an interdisciplinary approach to a topic or problem.

Some coordinated studies "packages" are also offered. Here, instructors offering interrelated courses team up to 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 a few 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. These are intended to help the instructor identify the knowledge and skills already possessed by the student, enabling him/her to tailor the course to meet the special needs or 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)

Students who are taking courses for enrichment purposes only and do not intend to work toward a degree or certificate or those who are undecided as to the field they want to specialize in 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 simply fulfill the general education interests of the student.

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

1. At least 2 courses (6 credits), in different discipline fields must be taken in the broad areas of: Humanities, Arts and Related Fields; the Social Sciences and Related Fields; the Natural Sciences; and Communications. One of the natural science courses taken must be in a biology related field, the other, in a physical science related subject field. Additionally, one of these two natural science courses must be a course with laboratory/fieldtrip work. Also, one of the courses in communications must be in expository writing.
2. At least one course (3 credits) in mathematics or quantitative reasoning (e.g. Math 100, Phil 210, an introductory course in statistics or quantitative-reasoning computer science) is required.

3. At least 12 credits, (the last 12 taken to meet degree requirements) must be completed at Windward. Under certain circumstances, this requirement may be waived upon request made to the Dean for Student Services.
4. Up to 12 credits in independent study/cooperative education and non-college transfer level courses may be applied to meet the 60 credit requirement.
5. A minimum grade point average of 2.0.

### Associate in Arts Degree Requirements

Listed below are the present subject area offerings from which students may select courses to meet A.A. degree requirements. (For A.S. degree requirements, see specific vocational program description)

#### Communications and Related Fields

For the A.A. degree, 6 credits are required.

- 3 credits must be in an English *writing* course from this group: ENG 100, 120, 130, 150, 170, 180, 210.
- 3 credits are to be chosen from the remaining courses, but not an additional 100 level English writing course.

COMMUNICATION	
(COMUN) . . . . .	145, 200, 210, 221
ENGLISH (ENG) . . . . .	001, 009, 010, 021, 022, 055, 102
FRENCH (FR) . . . . .	101, 102, 201, 202
HAWAIIAN (HAW) . . . . .	101, 102, 201, 202
JAPANESE (JPNSE) . . . . .	101, 102, 201, 202
JOURNALISM (JOURN) . . . . .	205
LEARNING SKILLS (LSK) . . . . .	030
SPEECH (SP) . . . . .	151, 251

#### Humanities, Arts, and Related Fields

For the A.A. degree, 6 credits are required (select from *two different* subject fields).

ART . . . . .	101, 105, 105B, 107, 108, 109
DRAMA . . . . .	101, 221, 222, 260
ENGLISH LITERATURE (ENG) . . . . .	250, 251, 252, 253, 254, 255, 256, 257
HAWAIIANA (HAWNA) . . . . .	024, 231
HEALTH, PHYSICAL EDUCATION AND RECREATION (HPER) . . . . .	031, 101, 103, 104, 110, 115, 123C, 124, 125, 130, 131, 132, 135, 137, 158, 174
HISTORY (HIST) . . . . .	151, 152, 224, 225, 241, 242, 281, 282
MUSIC (MUS) . . . . .	050, 101, 106, 107, 108, 114, 121B, 121C, 121D, 121F, 122C, 122D, 122F, 130F
PHILOSOPHY (PHIL) . . . . .	100, 120, 200
RELIGION (REL) . . . . .	150, 151, 155, 205

### Natural Sciences and Related Fields

For the A.A. degree, 6-7 credits are required.

Two courses are required. One must be a Biological Science course and one must be a Physical Science course. One of these courses must include laboratory/field trip work. For some courses a separate registration for laboratory/field trip work is required.

#### Biological Sciences & Related Fields:

BIOLOGY (BIOL) . . . . .	100
BOTANY (BOT) . . . . .	<b>101, 130, 160, 181</b>
SCIENCE (SCI) . . . . .	<b>121, 124</b>
ZOOLOGY (ZOO) . . . . .	<b>101, 106, 107, 200</b>
INTERDISCIPLINARY STUDIES (IS) . . . . .	261

#### Physical/Related Sciences:

CHEMISTRY (CHEM) . . . . .	<b>100, 100L, 151, 151L, 171, 171L</b>
GEOGRAPHY (GEOG) . . . . .	101
GEOLOGY/GEOPHYSICS (GG) . . . . .	<b>101, 102, 200, 201, 210, 211, 212, 213, 214</b>
OCEANOGRAPHY (OCEAN) . . . . .	<b>201, 202, 209</b>
INTERDISCIPLINARY STUDIES (IS) . . . . .	261

**BOLDFACE TYPE** indicates: Natural Science Courses Which Satisfy the Laboratory/Field Trip Requirement if taken in the prescribed combination. See registration materials, academic advisor or instructor.



**Quantitative Reasoning** (Math and Related Fields)  
For the A.A. degree, 3 credits are required in a course numbered 100 or above.

MATHEMATICS (MATH) . . .	001, 007, 024, 025, 027, 035, 050, 100, 120, 123, 125, 126, 173, 202, 205, 206, 231
PHILOSOPHY (PHIL) . . . . .	210

**Social Sciences and Related Fields**  
For the A.A. degree, 6 credits are required; select two courses in different subject fields.

ANTHROPOLOGY (ANTH) . . .	150, 200, 210, 215
BOTANY (BOT) . . . . .	105
ECONOMICS (ECON) . . . . .	101, 120, 150, 151
GEOGRAPHY (GEOG) . . . . .	102, 151
INTERDISCIPLINARY STUDIES (IS) . . . . .	102, 105, 108, 261
INFORMATION AND COMPUTER SCIENCE (ICS) . . . . .	100
POLITICAL SCIENCE (POLSC) . . . . .	110, 180, 220, 230, 270
PSYCHOLOGY (PSY) . . . . .	100, 110, 220
SOCIAL JUSTICE (SJUST) . . .	105, 112, 114
SOCIAL SCIENCE (SSCI) . . .	101, 110, 120, 130, 220, 225, 230
SOCIOLOGY (SOC) . . . . .	100, 200, 220

**Vocational Technical Fields** (Applied Sciences)  
For the A.A. degree, there are no Applied Science requirements. Transfer level courses in this category may be counted as electives for the A.A. degree, however no more than a total of 12 credits in courses numbered below 100 will apply to the A.A. degree.

ACCOUNTING (ACC) . . . . .	024B, 024C, 025, 026, 032, 034B, 034C, 035, 093V, 201, 201L, 202, 202L
AUTOMOTIVE TECHNOL- OGY (AMT) . . . . .	020, 030, 040B, 040C, 040E, 053, 055, 060, 060D, 060E
BUSINESS (BUS) . . . . .	025, 055, 120
BUSINESS MACHINES (BMACH) . . . . .	020B, 020C
ENGLISH (ENG) . . . . .	055
FINANCE (FIN) . . . . .	120, 121
LAW (LAW) . . . . .	030
MANAGEMENT (MGT) . . . . .	120
OFFICE PROCEDURES (OFFPRO) . . . . .	010, 020B, 020C, 040, 042, 050, 093V
REAL ESTATE (RE) . . . . .	100

SHORTHAND (SHTHD) . . . . .	020, 025, 030, 040
TYPEWRITING (TYPW) . . . . .	020, 030, 035, 040
WORD PROCESSING (WPRO) . . . . .	051, 052

### 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, Automotive Mechanics, Typing, Clerical Typing, Stenography, Accounting and Finance.

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 Dean for 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.

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 Dean for Student Services.
5. A minimum grade point average of 2.0.

The College offers an Associate in Science Degree in Accounting, Finance and Secretarial Science.

## Agricultural Technology Program

A Certificate of Completion in Agricultural Technology will be awarded to students who successfully complete a sequence of course work in Agriculture and related subjects. Students will be prepared for entry level positions in nursery operations, turf-grass maintenance, landscaping installation and maintenance, retail plant outlets, and wholesale distribution of agricultural supplies and equipment.

### Certificate of Completion—Agricultural Technology (15 credits)

		Course Credits	Total Credits
<i>Required Courses</i>			
AG 041	Plant Disease & Pest Control	3	
AG 042	Pesticide Safety	1	
AG 043	Plant Growth & Culture	4	
AG 049	Plant Propagation	3	
	Elective	4	15
			15

### *Elective Credits*

With the consent of the instructor/advisor, students select from among the following courses:

AG 093V	Cooperative Education	1-4
AG 040	Plant Identification	3
AG 022	Soils Technology	3
AG 100	Agriculture Orientation: Careers	1
MGT 120	Principles of Management	3
ACC 024B/C	Principles of Accounting I	3
ACC 035	General Excise Tax	1
BUS 055	Computational Problems in Business	3
ENG 055	Business Communications	3
BUS 025	Starting a 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 a job 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 020	Introduction to Automotive Mechanics	3	
AMT 040B	Fuel Systems	3	
AMT 040E	Ignition Systems	3	
AMT 053	Brakes	3	12
			12

### Certificate of Achievement—Automotive Mechanics (36 credits)

		Course Credits	Total Credits
Certificate of Completion—Automotive Mechanics			12
AMT 030	Engines	6	
AMT 040C	Electrical Systems	3	
AMT 055	Suspension & Steering	3	
AMT 060	Diagnosis & Repair	6	
AMT 060D	Powertrain & Manual Transmissions	3	
AMT 060E	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 32 credits for the Certificate of Achievement plus 16 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 (32 credits)

	Course	Total
	Credits	Credits
Certificate of Completion-Clerical Typist		
BMACH 020B	Ten Key Adders	1
COMUN 145*	Interpersonal Communications	3
ENG 055	Business Communications	3
OFPRO 040	Clerical Office Procedures	3
TYPW 020	Beginning Typewriting	3
TYPW 030	Intermediate Typewriting	3
		16
<i>Plus these required courses:</i>		
ACC 024B	Principles of Accounting I, Part 1	1
ACC 024C	Principles of Accounting I, Part 2	2
ACC 025**	Principles of Accounting II	3
ACC 026**	Principles of Accounting III	3
ACC 032	Payroll Accounting	2
ACC 035	General Excise Tax	1
BMACH 020C	Electronic Calculators	1
BUS 055	Computational Problems in Business	3
		16
		32

\*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	Total
	Credits	Credits
Certificate of Achievement—Accounting		32

*plus AREA OF SPECIALIZATION*  
 (Student selects 16 credits)

**General Business Cluster** (select one)

BUS 025	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 10 credits)\*\*

ACC 034B	Income Tax Preparation	
ACC 034C	Income Tax Preparation for Small Business	
ACC 093V	Cooperative Education	
ICS 100	Computer and Its Role in Society	
LAW 030	Principles of Business Law	
MGT 120	Principles of Management	
OFPRO 42	Personal Development	10
		16

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

Humanities	3
Social Sciences	3
Math/Logic	3
Natural Sciences	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 clerical and secretarial programs are designed for students desiring entry level employment in the field.

The Certificate of Completion-Typist program prepares students for employment as a copy typist or typist. Students wishing to upgrade their skills in the clerical or secretarial field must also complete OFPRO 40 and ENG 55. They will then have earned the Certificate of Completion-Clerical Typing.

The Certificate of Completion-Clerical Typing prepares students for employment as clerks, receptionists, and clerk-typists. This certificate is a required part of the Certificates of Achievement in Accounting and Stenography.

The Certificate of Achievement-Stenography prepares students for employment as stenographers.

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 will be prepared for entry level employment in secretarial positions.

#### Certificate of Completion—Typist (11 or 13 credits)

		Course Credits	Total Credits
TYPW 020	Beginning Typewriting	3	
TYPW 030	Intermediate Typewriting	3	
COMUN 145*	Interpersonal Communication	3	
BMACH 020B	Ten Key Adders	1	
OFPRO 020B	Filing or	1	
OFPRO 040	Clerical Office Procedures	(3)	11 or (13) 11 or (13)

#### Certificate of Completion—Clerical Typing (16 credits)

		Course Credits	Total Credits
BMACH 020B	Ten Key Adders	1	
COMUN 145*	Interpersonal Communications	3	
ENG 055	Business Communications	3	
OFPRO 040	Clerical Office Procedures	3	
TYPW 020	Beginning Typewriting	3	
TYPW 030	Intermediate Typewriting	3	16
			16

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

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

		Course Credits	Total Credits
Certificate of Completion—Clerical Typing			16
ACC 024B	Principles of Accounting I, Part 1	1	
BMACH 020C	Electronic Calculators	1	
SHTHD 020	Beginning Theory	4	
SHTHD 030	Intermediate Shorthand	3	
TYPW 035	Machine Transcription	3	
TYPW 040	Advanced Typewriting	3	15
			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)

OFPRO 050	Secretarial Procedures	3	
-----------	------------------------	---	--

#### Computation Cluster (select one)

ACC 024C	Principles of Accounting 1, Part 2		
BUS 055	Computational Problems in Business	2-3	

#### General Business Cluster (select one)

BUS 025	Starting a Business		
BUS 120	Principles of Business	3	

#### Advanced Office Skills Cluster (select one)

WPRO 052	Introduction to Word Processing		
SHTHD 040	Advanced Shorthand	3	

#### Electives (select 5 to 6 credits)\*

LAW 030	Principles of Business Law		
MGT 120	Principles of Management		
OFPRO 020C	Records Management		
OFPRO 042	Personal Development		
OFPRO 093V	Cooperative Education		
WPRO 051	Automatic Typewriter	5-6	17

plus GENERAL EDUCATION

(With the approval of program advisor, students selects 12 credits)

Humanities		3	
Social Sciences		3	
Math/Logic			
Natural Sciences		3	12
			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 and savings and loan associations 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 Passcard Payment operators, loan and note clerks, customer clerks and teller trainees. Fulfillment of the Certificate of Completion-Finance and an additional 14 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 loans and real estate loans officer trainees, escrow officer trainee.

#### Certificate of Completion— Finance (16 credits)

		Course Credits	Total Credits
BMACH 020B	Ten Key Adders	1	
BUS 055	Computational Problems in Business	3	
ENG 055	Business Communications	3	
FIN 120	Survey of Financial Institutions	3	
OFPRO 040	Clerical Office Procedures	3	
TYPW 020	Beginning Typewriting	3	16
			16

#### Certificate of Achievement— Finance (32 credits)

		Course Credits	Total Credits
Certificate of Completion— Clerical Typing			16
ACC 024B/C	Principles of Accounting I, Part I, II	3	
BMACH 020C	Electronic Calculators	1	
COMUN 145*	Interpersonal Communications	3	
ECON 101	Consumer Economics	3	
FIN 121	Principles of Finance	3	
LAW 030	Principles of Business Law	3	16
			32

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

#### Associate in Science Degree— Finance (60 credits)

		Course Credits	Total Credits
Certificate of Achievement— Finance plus AREA OF SPECIALIZATION (Student selects 16 credits)**			32
ACC 025	Principles of Accounting II	3	
ICS 100	Computers and Society	3	
MGT 120	Principles of Management	3	
RE 100	Principles of Real Estate	3	
	*Cooperative Education	Variable	16
plus GENERAL EDUCATION (With approval of program advisor, student selects 12 credits)			
	Humanities	3	
	Social Sciences	3	
	Math/Logic	3	
	Natural Sciences	3	12
			60

\*Courses in development; may be offered in 1982-83 academic year.

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

### **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 experiences where the student may receive academic credit while being employed in a paying position. Students may utilize this format to explore career areas. Students who are already employed in a job related to a career choice, or to a course offered at the College are encouraged to explore the possibility of structuring the work experience into a cooperative education project. Credits awarded vary and the projects may be pursued on a college transfer or non-college transfer level.

The community service project is similar to the cooperative education project except that the em-

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

Independent studies projects must be directly supervised by an instructor at the College and must have some relevance to program of courses offered. The 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 of independent study 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 two other approved marine-related courses. 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 are applicable to certificates and to 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 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 required) 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 core requirements of University of Hawaii, Manoa and also may be transferable to most 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 . . . . .	29
Agriculture . . . . .	30
Anthropology . . . . .	30
Art . . . . .	31
Automotive Mechanics Technology . . . . .	31
Biology . . . . .	32
Botany . . . . .	32
Business . . . . .	33
Business Machines . . . . .	33
Chemistry . . . . .	33
Communications . . . . .	34
Drama . . . . .	34
Economics . . . . .	34
English . . . . .	35
Finance . . . . .	37
French . . . . .	37
Geography . . . . .	37
Geology and Geophysics . . . . .	37
Hawaiian . . . . .	38
Hawaiian Studies . . . . .	38
Health . . . . .	39
Health, Physical Education, & Recreation . . . . .	39
History . . . . .	40
Humanities . . . . .	41
Independent Studies . . . . .	41
Information and Computer Sciences . . . . .	41
Interdisciplinary Studies . . . . .	41
Japanese . . . . .	42
Journalism . . . . .	42
Law . . . . .	43
Learning Skills . . . . .	43
Management . . . . .	43
Mathematics . . . . .	43
Music . . . . .	44
Oceanography . . . . .	46
Office Procedures . . . . .	46
Philosophy . . . . .	47
Political Science . . . . .	47
Psychology . . . . .	47
Real Estate . . . . .	48
Religion . . . . .	48
Science . . . . .	48
Shorthand . . . . .	48
Social Justice . . . . .	48
Social Science . . . . .	49
Sociology . . . . .	50
Speech . . . . .	50
Typewriting . . . . .	51
Word Processing . . . . .	51
Zoology . . . . .	51

## ACCOUNTING (ACC)

### ACC 024B Principles of Accounting I, Part 1 (1)

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)

### ACC 024C 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)

*Prerequisite:* ACC 024B.

### ACC 025 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)

*Prerequisite:* ACC 024B and ACC 024C.

### ACC 026 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)

*Prerequisite:* ACC 025.

### ACC 032 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)

*Prerequisite:* ACC 024B or ACC 201, or equivalent. See program advisor.

### ACC 034B 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)

### ACC 034C 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)

*Prerequisite:* ACC 034B.

### ACC 035 General Excise Tax (1)

An introduction to Hawaii general excise and use tax law including preparation of application for li-

cense and monthly, quarterly and annual returns. (Offered Spring semester only)

*Prerequisite:* ACC 024B or ACC 201, or equivalent. See program advisor.

### ACC 093V Cooperative Education (1-4)

A work-study course providing opportunities to reinforce skills learned in accounting and business classes by applying them in an actual job situation. Related instructional seminars are provided.

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

### 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)

### 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)

*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 Spring semester only)





## AGRICULTURE (AG)

### AG 017 Home Gardening (3)

This course is intended for those who want to gain practical experience in growing plants. Students will also learn the basics of home gardening.

### AG 022 Soils Technology (3)

Studies identification, preparation and fertilization of soils, amendments, potting media, sterilization, mulching, composting methods and soil testing.

### AG 040 Plant Identification (3)

Studies identification, propagation, culture, growth habits, and use of plants adapted to Hawaii.

### AG 041 Plant Disease and Pest Control (3)

This course involves the recognition of plant disease and other pests. Covers the application of the basic principles of pest control, and the safe use of pesticides.

### AG 042 Pesticide Safety (1)

Covers pesticide application, formulations, toxicity, transportation, storage, safety equipment, disposal, and rules and regulations governing their use.

### AG 043 Plant Growth and Culture (4)

This course is intended to provide beginners and the experienced a basis from which you can better understand plant growth and development. It is an introduction to basic techniques and principles of Horticulture (the study of plant culture).

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

### AG 049 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.

### AG 093V 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.

*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.

## 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.

### \*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.

### ANTH 210 Archaeology (3)

Introduction to prehistoric archaeology; methods and techniques of excavation and analysis; brief survey of human cultural growth in prehistoric times. Optional field project.

**ANTH 215 Physical Anthropology (3)**

Introduction to physical anthropology; topics include primatology, fossil humans, heredity, modern humans, human growth and constitution. Prior course in biology recommended.

**ART (ART)**

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

Focus on the question of "What is the nature of visual art?" and the forms and conditions under which art is expressed. Projects will be required.

**\*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. This class meets for 2 hours lecture and 4 hours lab per week. Credit cannot count towards major requirements in art at UH, Manoa.

**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. This class meets for 2 hours lecture and 4 hours lab per week. Credit cannot count towards major requirements in art at UH, Manoa.

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

An introduction to black and white photography emphasizing a variety of picture-making techniques. Assignments and field trips. Student provides 35mm/120mm camera and materials. Approximate cost of materials—\$40. 2 hours lecture and 4 hours lab per week.

**\*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 hours lecture and 4 hours lab per week.

**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. 2 hours lecture and 4 hours lab per week.

**ART 150 Intermediate Studio: Ceramics (3)**

Intermediate ceramics will involve more advanced projects in handbuilding and/or wheelthrowing and more familiarity with the operation and maintenance of ceramic equipment. This class meets for 2 lecture and 4 lab hours a week. Credits cannot be counted towards major requirements in art at UH, Manoa.

*Prerequisite: Art 105 and/or Art 105B*

**AUTOMOTIVE MECHANICS TECHNOLOGY (AMT)**

**AMT 020 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.

**AMT 030 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.

**AMT 040B 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.





**AMT 040C Electrical Systems (3)**

This course will cover electrical fundamentals, starting, charging and accessory systems.

**AMT 040E 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.

**AMT 053 Brakes (3)**

This course is designed to cover hydraulic brake fundamentals, servicing, and diagnosing brake problems in the automobile.

**AMT 055 Suspension and Steering (3)**

This course will cover steering and suspension fundamentals, inspection, repair and adjustments to suspension and steering systems.

**AMT 060 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.

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

**AMT 060D 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.

**AMT 060E Automatic Transmissions (3)**

This course will cover automatic transmission fundamentals along with testing, repair, and overhaul procedures to automatic transmissions and related components.

**BIOLOGY (BIOL)**

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

Introduction to structure and functions of cells, organs, systems of the human body. Topics related to physical fitness, nutrition, health and disease. For non-science majors. Students who have received credit for or are currently enrolled in ZOO 101 may not receive credit for BIOL 100.

**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/project/field trip course.



**\*BOT 105 Ethnobotany (3)**

Hawaiian plants, native and early-introduced, and their role in Hawaiian culture, particularly during Pre-Cook period. Lecture/field trips. (Meets Social Science requirements.)

**\*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.

**BOT 160 Identification of Tropical Plants (3)**

Non-technical course in identification of common plants of tropics; includes native and introduced flora.

**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. Ability to swim recommended.

## BUSINESS (BUS)

**BUS 025 Starting a Business (3)**

This course is specially designed to prepare 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.

*Prerequisite: Consent of instructor and concurrent enrollment in IS 110.*

**BUS 055 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. Previous or concurrent registration in BMACH 020C recommended.

*Prerequisite: MATH 001 or equivalent. See program advisor.*

**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)

## BUSINESS MACHINES (BMACH)

**BMACH 020B Ten-Key Adders (1)**

Introductory course which develops speed and accuracy in the operation of the ten-key adder/calculator. Course covers practical business applications and requires a minimum of 50 ndpm by the end of the course.

*Prerequisite: MATH 001 or knowledge of fractions, decimals, percentages, measurements, and ratios and proportions.*

**BMACH 020C Electronic Calculators (1)**

Second-level course which further develops skills in use of the electronic calculator. Business application involving the use of memory units, constant key in solving problems such as markups, proportions, compound interest. Speed tests will be required. May be taken concurrently with BMACH 020B.

*Prerequisite: MATH 001 or knowledge of fractions, decimals, percentages, measurements, and ratios and proportions.*

## CHEMISTRY (CHEM)

**\*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.

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

Experiments in everyday chemistry.

*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 CHEM 171 or for technical training in the life sciences. (Offered Fall semester only)

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

Experiments introducing laboratory techniques and illustrating chemical principles; supplemented by films, demonstrations, problem sessions. (Offered Fall semester only)

*Prerequisite: Credit or registration in CHEM 151.*

**\*CHEM 171 General Chemistry (4)**

Basic principles of chemistry. Introduction to concepts of chemistry including electronic structure, chemical bonding, solutions, kinetics, equilibrium, phase change and energy changes in matter. (Offered Spring semester only)

*Prerequisites: 2 yrs. of high school algebra or MATH 025 or 027; 1 yr. of plane geometry or MATH 035; high school chemistry, satisfactory score on a screening exam, or CHEM 151.*



**\*CHEM 171L General Chemistry Laboratory (1)**  
Laboratory experiments illustrating fundamental principles of chemistry. (Offered Spring semester only)

*Prerequisite: Credit or registration in CHEM 171.*

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

## 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.

**COMUN 200 Communication Process and Theories (3)**  
Introduction to communication theories through study of models. Analysis of communication behaviors through a systems approach to describe, predict, and evaluate outcomes.

**COMUN 210 Intercultural Communications (3)**  
Introduction to social, psychological, cultural variables which affect communication between individuals from different cultures or sub-cultures. Theories and practice.  
*Prerequisite: COMUN 145 or permission of instructor or staff counselors.*

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

**COMUN 221 Communication in Small Groups (3)**  
Theory and practice of small group discussion. Techniques of problem-solving and leadership in task-oriented groups.

*Prerequisite: COMUN 145 or consent of instructor, or consent of staff counselor.*

## 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 of at least 3 plays is required; field trips are scheduled.

**\*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 of at least 4 plays is required.

**\*DRAMA 222 Acting II (3)**  
Performance course concentrating on exploration of character creation; continued work on voice, relaxation, self-realization. Attendance of at least 4 plays is required.  
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.

## 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 personal finance, investments and taxes.

**\*ECON 120 Introduction to Economics (3)**  
Provides general understanding of functioning of economic systems, including various approaches to organizing production and allocation of resources, and of policies designed to achieve national economic goals.

**\*ECON 150 Principles of Macroeconomics (3)**  
An introduction to the field of macroeconomic issues: unemployment, inflation, economic development and income distribution. Emphasis on un-

employment and inflation—causes and possible solutions. Detailed analysis of fiscal and monetary policy; emphasis on the methods of analysis, the conclusions and the implications for economic policies.

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

An introduction to the field of microeconomics by analyzing in detail how individuals and businesses make decisions. Analysis includes: how consumers better themselves through market exchanges and financial investments; how prices, outputs, and profits are determined within business firms; and the impacts which government policies have on consumers and businesses.

### ENGLISH (ENG)

**ENG 001 Reading I (3)**

Provides individualized instruction in phonics, word attack skills, vocabulary, spelling, and reading comprehension.

*Prerequisite: Nelson-Denny score of 30 or lower and/or recommendation of instructor.*

**ENG 009 Basic Reading Skills (3)**

A basic reading course for students scoring between 31 and 41 on Nelson-Denny Reading Test. Concurrent registration in ENG 010 required. Emphasis is placed on developing basic comprehension skills and vocabulary.

*Prerequisite: ENG 001 or score of 31 to 41 on Nelson-Denny.*

**ENG 010 Basic Writing Skills (3)**

A basic writing course for those scoring between 31 and 41 on the Nelson-Denny. Concurrent registration in ENG 009 is required. Emphasis is placed on basic grammar, English sentence structures, and English sentence patterns.

*Prerequisite: ENG 001 or score of 31 to 41 on the Nelson-Denny Test.*

**ENG 021 Intermediate Reading (3)**

Helps student improve reading ability. Emphasizes vocabulary development, improved comprehension, more positive attitude toward reading. For students reading below 11th grade level. Course may be repeated upon consent of instructor.

*Prerequisite: ENG 009, a score of 42 to 52 on Nelson-Denny Reading Test or consent of instructor.*

**ENG 022 Introduction to Expository Writing (3)**

A "refresher course" focusing on grammar, punctuation, well-formed sentences, and paragraphs. Required for Business majors before taking ENG 055, Business Communications.

*Prerequisite: ENG 010, a score of 42 to 52 on the Nelson-Denny Reading Test or consent of instructor.*

**ENG 055 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 will be useful for business students as well as those desiring a refresher course.

*Prerequisite: ENG 022 or equivalent; TYPW 020 or typing speed of 35 wpm.*

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

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

*Prerequisite: ENG 022 or score above 52 on Nelson-Denny Reading Test.*

**ENG 102 College Reading Skills (3)**

Emphasizes speed, vocabulary, comprehension, critical reading. Develops skimming, scanning, study reading techniques. For students reading at 11th grade level or above. Course may be repeated upon consent of instructor.

*Prerequisite: Score above 52 on Nelson-Denny Reading Test.*

**\*ENG 120 Exposition and Autobiography (3)**

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

*Prerequisite: ENG 022 or score above 52 on Nelson-Denny Test.*



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

An advanced composition course featuring problem solving and resolution of issues in a controversy. Emphasis is placed on identification of problems and argument in support of courses of action. Unity, development, organization, continuity and other basic writing skills necessary for college writing are stressed. Students are encouraged to complete English 100 before taking this course.

*Prerequisite:* ENG 022 or score above 52 on Nelson-Denny Test.

**ENG 150 Exposition and Study of the Past (3)**

A composition course focusing on the writing of essays that analyze and compare ideas and issues raised from past civilizations and other cultures. Unity, development, organization, continuity and other basic writing skills necessary for college writing are stressed.

*Prerequisite:* ENG 022 or score above 52 on Nelson-Denny Test.

**\*ENG 170 Language and the Visual Media (3)**

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

*Prerequisite:* ENG 022 or score above 52 on Nelson-Denny Test.

**ENG 180 Continuing Writer's Workshop (3)**

A writing course to maintain and develop the skills acquired in English 100 or its equivalent. Students will write regular and frequent papers, all of which will be read and discussed by the group. The course is largely student-run. It stresses writing for an audience and revising in response to criticism. Students are expected to set individual and group writing goals and to help each other work toward them. Occasional guest speakers will discuss the craft of writing, writing for publication, and writing as a vocation. (Offered occasionally)

*Prerequisite:* Completion of one course in the English 100 to 170 series. Recommendation of the English teaching staff on the basis of unusually high scores in writing placement tests.

**ENG 210 The Research Paper (3)**

Practice in skills needed in writing "term papers" and "research papers": methods of gathering and evaluating primary and secondary evidence and of presenting arguments in convincing and logical expository prose. (Offered occasionally)

*Prerequisite:* ENG 100 or equivalent.

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

**\*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.

*Prerequisite:* Completion of ENG 100, score above 52 on the Nelson-Denny 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)

*Prerequisite:* Completion of ENG 100, score above 52 on the Nelson-Denny or consent of instructor.

**\*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)

*Prerequisite:* Completion of ENG 100, score above 52 on the Nelson-Denny 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.

*Prerequisite:* Completion of ENG 100, score above 52 on the Nelson-Denny 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 characteristics and themes of the works.

*Prerequisite:* Completion of ENG 100, score above 52 on the Nelson-Denny or consent of instructor.

**\*ENG 255 Types of Literature I (3)**

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

*Prerequisite:* Completion of ENG 100, score above 52 on the Nelson-Denny or consent of instructor.

**\*ENG 256 Types of Literature II (3)**

An introductory literature course featuring tech-

niques of reading and analyzing poetry, drama and biography. Emphasis is placed on discussion of and writing about characteristics and themes of the works.

*Prerequisite: Completion of ENG 100, score above 52 on the Nelson-Denny or consent of instructor.*

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

Selected topics in literature drawn from a cross section of literary types and periods.

*Prerequisite: Completion of ENG 100, score above 52 on the Nelson-Denny or consent of instructor.*

### FINANCE (FIN)

**FIN 120 Survey of Financial Institutions (3)**

Course designed to give student an understanding of the operations of financial institutions and of the interrelationships between their operations and economic activity.

**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.

*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)

**\*FR 102 Elementary French II (4)**

Continuation of FR 101. (Offered Spring semester only, usually in the evening)

*Prerequisite: FR 101.*

**FR 201 Intermediate French I (3)**

Second level course in French covering reading, conversation and composition, laboratory drill and composition. (Offered only when there are sufficient number of students)

*Prerequisite: FR 102.*

**FR 202 Intermediate French II (3)**

Continuation of FR 201. (Offered only when there are sufficient number of students)

*Prerequisite: FR 201.*

### GEOGRAPHY (GEOG)

**\*GEOG 101 Man's Natural Environment (3)**

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

**\*GEOG 102 World Regional Geography (3)**

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

**\*GEOG 151 Geography and Contemporary Society (3)**

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

### 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.

Weekly lab sessions and occasional field trips.

**\*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; and study of geologic maps; fossils; water, fuel, and ore deposits.

Weekly lab sessions and occasional field trips.

**\*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.

*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.*

**GG 210 Oahu Field Geology (1)**

12 half day Saturday field trip and laboratory sessions relating to the Geology of Oahu. (Offered Spring semester only)

*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 Spring 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, Makenalua (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 (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.

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

### **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)

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

Continuation of HAW 101. (Offered Spring semester only, usually evening)

*Prerequisite:* HAW 101.

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

Continuation of HAW 102 with emphasis on increasing proficiency in use of major sentence patterns in reading, writing, conversation and translation. (Offered only when there are sufficient number of students)

*Prerequisite:* HAW 102.

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

Continuation of HAW 201. (Offered only when there are sufficient number of students)

*Prerequisite:* HAW 201.

### **HAWAIIAN STUDIES (HAWNA)**

#### **HAWNA 024 Hawaiian Culture (3)**

Hawaiian cultural values as they were portrayed in the social, economic, political, psychological, religious systems of ancient Hawai'i; and the changes they underwent through time. Non-college transfer level.

#### **HAWNA 231 Hawaiian Culture I (3)**

Hawaiian cultural values as they were portrayed in

the social, economic, political, psychological, religious systems of ancient Hawai'i; and the changes they underwent through time. College transfer level.

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

This course is designed to introduce a person to the culture of Hawai'i, by emphasizing the political, social, economic, religious aspects of the arts and culture of Hawai'i between the 1890's and today.

**HEALTH, PHYSICAL EDUCATION  
AND RECREATION (HPER)**

**HLTH 031 First Aid and Safety (1)**

The prevention of accidents; basic life support and first aid care and procedures. Certification provided in First Aid and Cardiopulmonary Resuscitation.

**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, universal gym.

**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.  
*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.

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

**HPER 110 Golf: Beginning (1)**

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

**HPER 115 Bowling (1)**

Introduction to and refinement of approach, arm swing, spare pick up, rules and etiquette.  
Student pays lane fees.

**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, resource persons and class activities.

**HPER 124 Dances of Hawaii I (1)**

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

**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.

*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.





**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.

*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.

*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.

**HPER 137 Basketball (1)**

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

**HPER 158 Women in Transition:  
Physical Fitness (3)**

To start each day with a full charge of positive energy; to develop a positive self image; to condition oneself for health purposes; to stimulate an interest and desire to become physically fit; to continue running and performing basic exercises throughout life as part of one's daily routine.

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

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

**HPER 174 Advanced Lifesaving (2)**

Course designed to provide knowledge of lifesaving skills for personal safety and safety of others. Includes Red Cross Basic Rescue and Water Safety, and Advanced Lifesaving certification.

*Prerequisite: Strong basic strokes, swim 440 yards. 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.

**\*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.

**HIST 224 History of Hawaii I (3)**

Introductory course focusing on major events and outstanding personages in Hawaiian history from the earliest period to the end of the Republic of Hawaii. Particular emphasis on the cultural values of ancient Hawaii and on the impact of other nations during this period.

**HIST 225 History of Hawaii II (3)**

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

**\*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.

**\*HIST 242 Civilizations of Asia II (3)**

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

**\*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.

**\*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.



## HUMANITIES (HUM)

### **HUM 020 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, science/technology will be examined for possible answers to the question stated above.

## INDEPENDENT STUDIES

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

The purpose is to offer the student an opportunity to participate in the creation of academic learning experiences geared to the individual needs, interests, aptitudes and desired outcomes.

Any student registering at WCC may design an independent study project which may be proposed at either level—*Developmental* (99), *Introductory* (199), *Enrichment* (299). This 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 pp. 27 for further details on how to arrange for this)

## INFORMATION AND COMPUTER SCIENCE (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. (Offered Spring semester only)

## INTERDISCIPLINARY STUDIES (IS)

### **IS 102 Creative Problem-Solving (3)**

A course to familiarize the student with a variety of approaches and techniques used in the problem-solving process, for the individual working within a group situation.

### **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, introduction to cooperative education. Primarily for persons seeking direction with reference to career decisions.

### **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.

### **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.

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

To develop and maintain an image of self-confidence, to develop and maintain an image of self-reliance, and to explore and experience positive strategies and communication skills for examining, evaluating, and planning a program of action for reaching personal goals.

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

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

Initial preparation for effective career decisions, skill identification, development of a career profile, preparation of resumes, and employment interview techniques. Primarily for older adult women (35-60) seeking direction with reference to career decisions. Note target population for displaced homemakers/re-entry women.

*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. The specific techniques is journal writing which allows the individual to be where he/she is now in life and reconstruct the life as it has been and will have the potential to be lived always focused on the "now". For healthy persons attempting to gain insights into the movement of their lives. Targeted to the needs of the displaced homemaker/re-entry woman.

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



**IS 127 Body, Mind, Spirit: The Holistic Health Principle (3)**

Explores the holistic health/wellness principle of integrating the body, mind, and spirit for enhancing one's potential as a person. Emphasis is placed on the student's participation in selected projects designed to promote health/wellness.

**\*IS 203 Technology and Society (3)**

Nature of technology and its impact on society. Historical interactions, current aspects, projects for the future. Present problems and conflicts and prospects of resolutions.

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

People's impact on quality of coastal and ocean environments, especially Hawaiian; scientific, legal, socioeconomic aspects. Ocean pollution; ocean technology. Recommended preparation: Credit or concurrent registration in OCEAN 201, ZOO 200, SCI 124, or consent of instructor.

**JAPANESE (JPNSE)**

**JPNSE 050 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 in-

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

cluded to aid the student in understanding the Japanese people.

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

Covers rules of grammar, vocabulary sufficient to enable reading of selected materials, conversation at elementary level. Provides for recognition, writing of ideographic characters. (Offered Fall semester only, usually evening)

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

Continuation of JPNSE 101. (Offered Spring semester only)

*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, conversation. (Offered only when there are sufficient number of students)

*Prerequisite: JPNSE 102 or equivalent.*

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

Continuation of JPNSE 201. (Offered only when there are sufficient number of students)

*Prerequisite: JPNSE 201 or equivalent.*

**JOURNALISM (JOURN)**

**JOURN 205 Newswriting (3)**

An introductory course in newswriting, news gathering, and journalistic ethics.

*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 030 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. (Offered Fall semester only)

**LEARNING SKILLS (LSK)****LSK 030 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.

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

**MANAGEMENT (MGT)****MGT 120 Principles of Management (3)**

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

**MATHEMATICS (MATH)**

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

**MATH 001 Basic Mathematics (4)**

Numeration, whole numbers, fractions, decimal numerals, percent, measures, ratio and proportion, averages, medians, squares, square roots, integers.

**MATH 006 Metric System (1)**

A brief introduction to the need, history, and development of the Metric and English Systems. Conversions within and between the Metric System and English System with applications.

*Prerequisite: Competency at the Math 001—Basic Mathematics level.*

**MATH 007 The Pocket Calculator and Mathematical Applications (1)**

Operation, utilization, and applications of hand calculator. Computation of various levels of arithmetic expressions and higher level mathematical applications. Conversions within and between fractions, decimals, and percentages.

*Prerequisite: Math 001 or equivalent.*

**MATH 024 Elementary Algebra I (3)**

This course approximately represents 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.

*Prerequisite: MATH 001 or equivalent, satisfactory math diagnostic/placement test score, or consent of instructor.*

**MATH 025 Elementary Algebra II (3)**

This course is a continuation of MATH 024, Elementary Algebra I. This course represents approximately the second half of a typical first year course in algebra. Topics normally include: systems of equations and inequalities, graphing, fractional and polynomial expressions and operations, quadratic equations, and algebraic applications.

*Prerequisite: MATH 024 or equivalent, satisfactory math diagnostic/placement test score, or consent of instructor.*

**MATH 027 Intermediate Algebra (4)**

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.

*Prerequisite: MATH 025 or equivalent, satisfactory math diagnostic/placement test score, or consent of instructor.*



**MATH 035 Unified Geometry (4)**

Points, lines, planes, angles, proofs, parallelism, polygons, congruence, quadrilaterals, similarity, graphs, distances, transformations, area, volumes.

*Prerequisite: MATH 027 or equivalent, satisfactory math diagnostic/placement test score, or consent of instructor.*

Note: MATH 001/024/025/027/035 may be offered as a "piggy-back" course where 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 050 Technical Mathematics I (3)**

Reinforcement of skills and understanding of basic mathematics, algebra, and geometry through applications of mathematical principles to consumer problems.

*Prerequisite: Math 001 or equivalent, satisfactory math diagnostic/placement test score, or consent of instructor.*

**\*MATH 100 Survey of Mathematics (3)**

An introduction to quantitative and logical reasoning for the non-science/non-mathematics major. The question of "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.

*Prerequisite: MATH 025 or equivalent, satisfactory math diagnostic/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.

*Prerequisite: MATH 027 or equivalent, satisfactory math diagnostic/placement test score, or consent of instructor.*

**MATH 123 Pre-Calculus: Trigonometry (3)**

A functional approach to trigonometry including trigonometric functions, angles, triangles, inverses, trigonometric identities and equations, graphs, and applications.

*Prerequisite: MATH 120 or equivalent, satisfactory math diagnostic/placement test score, or consent of instructor.*

**MATH 126 Pre-Calculus: Analytic Geometry (3)**

Study of the elements of analytic geometry of the plane and space including vectors, the conic sec-

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

tions, parametric equations, vector operations, Cartesian and Polar coordinate systems.

*Prerequisite: MATH 120 and 123 or equivalent, satisfactory math diagnostic/placement test score, or consent of instructor.*

**MATH 173 Introduction to Linear Algebra (3)**

Algebra of matrices, system of linear equations, vector operations, real vector spaces and transformations.

*Prerequisite: MATH 120 or equivalent, satisfactory math diagnostic/placement test score, or consent of instructor.*

**\*MATH 202 Probability and Statistics (4)**

Provides various analytical implements to facilitate decision-making under uncertainty. Topics include descriptive statistics, probability and probability distributions, and inferential statistics. Applications in business, science, social science, and other occupations are shown.

*Prerequisite: MATH 025 or equivalent, satisfactory math diagnostic/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.

*Prerequisite: MATH 126 or equivalent, satisfactory math diagnostic/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, and applications of derivatives and integrals are also featured.

*Prerequisite: MATH 205 or equivalent, satisfactory math diagnostic/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.

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

**MUSIC (MUS)****MUS 050 Basic Musicianship (3)**

A course in basic musicianship for non-music majors. Emphasis on application of theoretical concepts. Student will learn to play one melodic and one accompanimental (choral) instrument.



**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). Co-requisite for Music 106, 107, 108, 114, 121C and 122C.

**\*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. (Student must enroll concurrently in Music 101.)

**\*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 of one ethnic performance is required.

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

Fundamental concepts in organization of music as expressive medium in Western culture. Roles of composer, performer and listener will be explored. Notation as mode of communication (Student must enroll in Music 101 concurrently.)

**MUS 114 College Chorus (1)**

Performance of choral literature of all styles, traditional to contemporary. May be repeated for credit. Previous choral experience not required. (Student must enroll concurrently in Music 101.)

**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.

**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.

*Prerequisite: Consent of instructor.*

**MUS 121D Beginning Classical Guitar (1)**

Basic principles of classical guitar performance; relevant problems in literature. Repeatable.

**MUS 121F Beginning Slack Key Guitar (1)**

Basic principles of performance; relevant problems in literature. Students will learn 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.

**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.

*Prerequisite: Music 121C or instructor consent.*

**MUS 122D Intermediate Classical Guitar (1)**

Continuation of Music 121D. Increased emphasis on guitar literature.

*Prerequisite: Music 121D or consent of the instructor.*

**MUS 122F Intermediate Slack Key Guitar I (1)**

Intermediate slack key guitar: level I. Student will learn to play (a) solos in C tunings, (b) intermediate solos at level I in tunings learned in the elementary class.

*Prerequisite: Music 121F or the consent of the instructor.*

**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.

*Prerequisite: MUS 121F and MUS 122F.*

## OCEANOGRAPHY (OCEAN)

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

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

**OCEAN 202 Field Studies in Marine Sciences (1)**

Approximately 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, walking across coral reefs, observing commercial aquaculture operations and visiting research laboratories. Supplements OCEAN 201; concurrent registration recommended. (Offered Fall semester only)

Ocean 201 and 202 require a separate registration for the lecture and laboratory/field trip.

\* indicate course meets 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, emphasizing field measurements and their applications. (Offered alternate years)

Lecture/laboratory/field trip course.

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

## OFFICE PROCEDURES (OFPRO)

**OFPRO 010 Introduction to Office Skills (2)**

Meets needs of disadvantaged learners who require remedial 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.

*Prerequisite: Concurrent registration in ENG 009 and ENG 010.*

**OFPRO 020B Filing (1)**

Emphasis on study and application of the rules of alphabetic, subject, numeric and geographic filing.

*Prerequisite: ENG 009 and 010 or equivalent.*

**OFPRO 020C Records Management (1)**

Familiarization with records management principles, retrieval and storage systems, and the overall value of records management to company efficiency.

*Prerequisite: TYPW 020 or typing speed of 35 wpm; ENG 022 or equiv.; OFPRO 020B or OFPRO 040.*

**OFPRO 040 Clerical Office Procedures (3)**

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

*Prerequisite: TYPW 020 or typing speed of 35 wpm.*

**OFPRO 042 Personal Development (3)**

This course is designed to help the student 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. (Offered Spring semester only)

**OFPRO 050 Secretarial Procedures (3)**

Course for secretarial majors during their final semester to integrate all skills and knowledge acquired in other clerical courses. Students are introduced to management and supervisory problems, planning flow of work, and production level techniques common to secretarial work. (Offered Spring semester only)

*Prerequisite: OFPRO 040, TYPW 035 or SHTHD 020C.*

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

On-the-job learning relevant to classroom clerical/secretarial skills. Related instructional seminars and projects assigned.

*Prerequisite:* TYPW 020; OFPRO 040 and enrollment as a clerical, stenography, or secretarial major. May be repeated for credit to a maximum of 8 credits.

**PHILOSOPHY (PHIL)**

**\*PHIL 100 Introduction to Philosophy (3)**

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

**\*PHIL 120 Introduction to Asian Philosophy (3)**

Introductory course in selected schools of Asian thought. Universal issues/problems examined from Asian perspective.

*Prerequisite:* PHIL 100 is recommended.

**\*PHIL 200 History of Philosophy I (3)**

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

*Prerequisite:* PHIL 100 or consent of the instructor.

**\*PHIL 210 Introduction to Logic (3)**

A study of the foundations and development of rational thought and communication and their applications. Includes analysis of deductive and inductive reasoning, scientific method, and the use of symbolic systems.

**POLITICAL SCIENCE (POLSC)**

**POLSC 080 Introduction to Hawaiian Politics (3)**

Introduction to the study of political institutions, processes, and issues in Hawaii.

**\*POLSC 110 Introduction to Political Science (3)**

Introduction to political problems, systems, ideologies, and processes.

**POLSC 180 Introduction to Hawaiian Politics (3)**

Introduction to the study of political institutions, processes, and issues in Hawaii.

**\*POLSC 220 Introduction to World Politics (3)**

Introduction to contemporary issues in international politics.



**\*POLSC 230 Introduction to American Politics (3)**

Survey of theory, processes and institutions of American political system.

**POLSC 270 Politics and Public Policy (3)**

Introduction to concepts and principles in the analysis of the policy-making process.

**PSYCHOLOGY (PSY)**

**\*PSY 100 Survey of Psychology (3)**

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

**\*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, human potentialities.

**\*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.

*Prerequisite:* PSY 100

**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.

*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.)

**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, Islam.

Field trips required.

**\*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.

**REL 155 Religions of Hawaii (3)**

Focus on various religious groups/sects in Hawaii today, beliefs/teachings, historical development, major personages. (i.e. Protestant, Catholic, Buddhist, etc.)

Field trips required.

**\*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.

**SCIENCE (SCI)**

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

Conceptual framework of science and relationships between science and society from perspective of biological sciences. Emphasis, methods of analy-

sis, conceptual tools, applications, historical approach.

Lecture/lab course designed for non-science majors.

**\*SCI 124 Technology, Ecology and Man (4)**

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

This a lecture/field trip course designed for non-science majors.

**SHORTHAND (SHTHD)**

**SHTHD 020 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. (Offered Fall semester only)

*Prerequisite: Concurrent enrollment in TYPW 020 or typing speed of 35 wpm.*

**SHTHD 025 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 100 wpm on new material. Students achieving 95% accuracy at 80 wpm and 100 wpm may substitute this course for SHTHD 030 or SHTHD 040 respectively.

*Prerequisite: TYPW 020 and SHTHD 020 or typing speed of 35 wpm, shorthand speed of 40 wpm.*

**SHTHD 030 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)

*Prerequisite: SHTHD 020 or shorthand speed of 60 wpm.*

**SHTHD 040 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)

*Prerequisite: SHTHD 030 or shorthand speed of 80 wpm.*

**SOCIAL JUSTICE (SJUST)**

**SJUST 105 Survey of the Social Justice System (3)**

The history and philosophy of the social justice systems, processes and relationships of various agencies theories of crime, punishment and trends of rehabilitation.

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



**SJUST 112 Processes of Law Enforcement, Judicial Systems, and Corrections (3)**

An analysis of the roles and problems of law enforcement, the judiciary and the correctional system, with an emphasis upon intercomponent relations, historical developments and future directions.

*Prerequisite: SJUST 105 or consent of instructor.*

**SJUST 114 Introduction to Criminology (3)**

Study of deviant behavior as it relates to the definition of crime; crime statistics; theories of crime causation; crime typologies.

**SOCIAL SCIENCES (SSCI)**

**SSCI 101 Self-Development (3)**

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

**SSCI 110 Introduction to Social Sciences (3)**

General survey of social science; focus on methods, basic analytic concepts and principles; similarities and differences among social science disciplines. (Offered occasionally)

**SSCI 120 Hawaii's People (3)**

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

**SSCI 130 Human Sexuality (3)**

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

**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.

*Prerequisite: 12-16 hours general curricula.*

**SSCI 212 Introduction to Human Services & Mental Health (3)**

Human Services and Mental Health from a historical; political and socio-cultural context. The interrelationship between human service systems

with emphasis in mental health including the national and local trends, priorities and issues relating to changing ideologies and values.

*Prerequisite: PSY 100 or SOC 100 or consent of instructor.*

**SSCI 213 Introduction to Human Services and Mental Health Practicum (3)**

Supervised field work to provide the student with skills and knowledge related to Human Service/Mental Health agency functioning, ethical and professional conducts, interpersonal communication effectiveness, and organizational analysis.

*Prerequisite: Concurrent enrollment in SSCI 212.*

**SSCI 214 Interviewing for Assessment and Counseling (3)**

Focuses on the basic responses and intentions associated with interpersonal helping, as well as the various influences, aspects, stumbling blocks, and types of interviews. In addition to understanding the conceptual aspects of interviewing, skill development in interviewing is emphasized.

*Prerequisite: SSCI 212.*

**SSCI 215 Interviewing for Assessment and Counseling Practicum (3)**

The study of the initial interview/the intake process, interview during treatment, and termination. Fieldwork application and study. Supervised field work to provide the student with an understanding



of the purpose and process of initial interviews/intake process, interviews during treatment, and at termination.

*Prerequisite: Concurrent enrollment in SSCI 214.*

**SSCI 216 Counseling and Therapy (3)**

A survey of counseling skills is viewed from a developmental perspective as a social and behavioral process. Various models to counseling are examined and students are encouraged to integrate the concepts with their own in developing skills.

*Prerequisite: SSCI 214.*

**SSCI 217 Counseling and Therapy Practicum (3)**

Supervised field work to study, experience, and analyze in detail the basic concepts, theories, and processes of behavioral change approaches in actual cases of therapy and counseling. Participation with agency cases as an employee or volunteer is required to complete course.

*Prerequisite: SSCI 214, concurrent registration in SSCI 216.*

**SSCI 230 Culture and Society of Hawaiian People (3)**

Analysis and examination of the contemporary social problems Hawaiians face in modern Hawaii with a look towards understanding the Hawaiian situation and postulating possible solutions. Particular emphasis placed on problems related to land, welfare, crime, education, and leadership. (Offered occasionally)

## SOCIOLOGY (SOC)

**SOC 025 Life Skills (3)**

The course deals with learning specific social situation skills often needed in everyday living especially if one is independent or responsible for the care of others. Information, resources, forms, skills and questions will relate to such topics as family, emergencies, legal documents and processes, economic management, health, shelter, rights, self, and others. Emphasis is on everyday living skills to more successfully participate in modern society today.

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

Focus on the question of "What is sociology?", including discussion of the topics of study in sociology and methods of analysis. Particular emphasis is placed on concepts related to analysis of social

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

relationships, social structures, processes and change. Application of these concepts to analysis of social groups in Hawaii is included.

**\*SOC 200 Introduction to Principles of Sociology (3)**

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

*Prerequisite: One social science course or varied experiences in society as background.*

**SOC 218 Introduction to Social Problems (3)**

The study of current societal problems by surveying the nature, causes, and change processes involved. Theoretical and research analysis approaches are emphasized. Selected problems such as poverty or deviance are in-depth studies for project reports.

*Prerequisite: One social science 100 level course.*

**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.

**SOC 231 Introduction to Juvenile Delinquency (3)**

Study of types, conditions, processes and theories relating to juvenile delinquency. Study of development of alienation and deviance by youth and study of the juvenile correction systems in society.

*Prerequisite: One social science 100 level course.*

## SPEECH (SP)

**SP 151 Personal and Public Speech (3)**

Introduction to major elements of speech activities enables students to acquire competence in two person, small group and public situations. Models and concepts are used to explain the speech act.

**SP 251 Principles of Effective Speaking (3)**

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

## TYPEWRITING (TYPW)

### TYPW 020 Beginning Typewriting (3)

First-level typing course which includes keyboard mastery, personal and modified block letters, manuscripts, and simple tables. Supervised practice aimed at developing minimum speed of 30 wpm with 5 or fewer errors on a five-minute timed test by the end of the term.

### TYPW 030 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.

*Prerequisite:* TYPW 020 or typing speed of 35 wpm.

### TYPW 035 Machine Transcription (3)

Introductory transcription course in which students learn to produce mailable transcripts on the typewriter from voice-recorded on cassettes and dictaphone belts. Emphasis on building transcription rate and accuracy. Useful in word processing. (Offered Spring semester only)

*Prerequisite:* TYPW 030 or typing speed of 40 wpm. ENG 022 or equivalent.

### TYPW 040 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)

*Prerequisite:* TYPW 030 or typing speed of 45 wpm.

## WORD PROCESSING (WPRO)

### WPRO 051 Automatic Typewriting (1)

Teaches students operation of the power typewriter and production of mailable material.

*Prerequisite:* TYPW 030 or typing speed of 40 wpm.

### WPRO 052 Introduction to Word Processing (3)

Introduction to word processing concepts and reinforcement of power typewriter skills as well as reinforcement of communication skills through use of machine transcriber. Reinforcement/development of dictating skills, proofreading, editing, and recordkeeping of daily production.

*Prerequisite:* TYPW 035 and WPRO 051 or concurrent registration in WPRO 051.



## ZOOLOGY (ZOOL)

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

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

Two field trips required.

### ZOOL 106 Hawaiian Marine Invertebrates (3)

Survey of marine invertebrate phyla; morphology, systematics, life histories, ecology, distribution; interactions with other organisms; identification and uses of Hawaiian marine invertebrates.

Ability to swim is 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.

Ability to swim recommended.

Four field trips required (two on Saturdays).

(Offered Fall semester only)

### 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.

Ability to swim recommended.

# Transfer Information

---

## **How to Transfer from Windward Community College to the Manoa Campus**

1. Work closely with Windward Community College counselor in planning your course of study. See General Education Requirements for the Major Colleges within the U. H. at Manoa in this section.
2. Consult the current University of Hawaii Catalog for further information.

## **If You Plan to Transfer to Manoa:**

*and* you have not completed 24 credit hours of "transferable" level courses at WCC, you are subject to the same admission requirements as entering freshmen applying to Manoa. This includes the requirement to submit a transcript of satisfactory high school work and official scores of the Scholastic Aptitude Test of the College Entrance Examination Board.

*and* you were originally admitted to Manoa but elected instead to begin at Windward CC, you may transfer to Manoa at any time regardless of the number of credit hours you have completed at the Community College. For continued registration at Manoa, a student must meet the grade point average required of Manoa Students.

*and* you have completed 24 credit hours in transferable courses with a grade point average of 2.0 or higher, you may transfer to Manoa even if you were not able to meet Manoa's admission requirements as an entering freshmen. There is a possibility of being accepted as an unclassified student with a GPR of at least 1.7.

## **Submit Official Transcripts from All Schools:**

Any Windward student transferring to Manoa after attending another college or university must submit transcripts from those schools as well as from Windward. The credits and grades earned will be evaluated by Manoa to determine eligibility for transfer.

## **General Definition of Transferable Courses:**

Courses acceptable for transfer to Manoa are generally those numbered 100 and above. Some Windward courses numbered 1-99 (primarily skill and occupational courses) are accepted at Manoa for credit toward a certain degree, such as the Bachelor of Education in Industrial Arts Education. The fact that transfer credit is allowed for a course toward the number of units required for graduation, however, does not necessarily mean that the course will satisfy the curricular requirements of a particular college or degree program.

## **D Grades When Transferring to Manoa:**

Manoa will allow credit toward graduation for a course in which a grade of D (1.0) was earned at Windward, but the D grade may render the course unacceptable toward fulfilling the course requirements for a particular degree. Windward courses in which a grade of W or NCr has been earned are not acceptable for credit at Manoa.

## **Will All of Your Courses Over 100 Be Acceptable at Manoa?**

Manoa does not specify a limit to the number of units acceptable in transfer from a community college within the University of Hawaii system. Any student intending to complete more than 60 hours at Windward before transferring to Manoa, however, should work out the course of study very carefully with Windward counselors, taking into consideration the specific curricular requirements of the college in which he/she wishes to enroll and the courses required for the major field of study.

## **Minimum Number of Credits Numbered 200 and Above:**

Baccalaureate Requirements. To qualify for any baccalaureate degree from the University, students must satisfactorily complete (1) the general education requirements, (2) at least 60 additional credit hours of non-introductory courses, (meaning, there is an explicit college-level prerequisite) and (3) the requirements of the college (which may overlap University requirements.)

## **Credit/No Credit Option at Manoa:**

The only courses that may be taken by Manoa students for credit/no credit are elective courses. This option is no longer allowed for any courses taken to fulfill at University or College core requirement or Department requirement, with the exception of those offered for mandatory credit/no credit. Students planning to transfer to Manoa are cautioned to abide by this Manoa policy.

## **Transfer of Grade Point Average to Manoa:**

Windward students transferring to Manoa do not receive grade point credit for courses completed at the community college which are accepted for transfer by Manoa, it is usually considered for admission purposes by the various programs at Manoa.



**Admission Policies of the Various Colleges of the Manoa Campus:**

In addition to the policies outlined above for general admission to the Manoa campus, the student transferring from the community college is subject to the admission requirements of the particular college in which he/she wishes to enroll within the University. There are six colleges offering baccalaureate degrees at the University of Hawaii: Arts and Sciences, Business Administration, Education, Engineering, Health Sciences and Social Welfare, and Tropical Agriculture. Any student wishing to be a candidate for a degree from the University must specify the college in which he/she wishes to enroll when he/she applies for general admission to the University. Students intending to receive degrees from the Colleges of Education and Health Sciences and Social Welfare are generally enrolled in the College of Arts and Sciences until they have completed the general education requirements for these colleges.

**General Information Requirements for the Major Colleges Within the U. H. at Manoa:**

In four-year college and university programs, a student takes most of the required courses for his/her major in the junior and senior years. The first two years are spent primarily in completing the general education requirements for that college and taking any freshman and sophomore courses that may be required to prepare students for advanced work in the major. The University of Hawaii at Manoa is made up of twelve colleges and schools which grant undergraduate degrees. Although there is a

minimum of "core" of general education required for all students regardless of the college in which they enroll, each college and major modifies the "core" to meet the educational needs of their particular students. Which college a student will enroll in is determined by the student's choice of major. Because most students have not chosen a major before entering college, the broad term "liberal arts" is used for all transfer students rather than classifying them as pre-psychology, pre-engineering, pre-education, etc. However, every student will be required to designate a more specific major at the beginning of the junior year. As the choice of major depends upon the type of career for which the student is preparing, students who have not yet determined their career goals are urged to consult with the staff of the Career Counseling Center or with any counselor early in their first semester. Early identification of career goals and major will enable the student to avoid taking courses that do not meet the general education requirements of their eventually chosen program.

**How to Transfer to Institutions Other Than the Manoa Campus**

Students planning on transferring to a college other than the University of Hawaii at Manoa are urged to consult a counselor early in their college career to that a planned program can be arranged to meet the general education requirements of the college to which they plan to transfer. It is the student's responsibility to obtain catalogs from any college or university that is being considered for transfer.

# Policies and Statements

## Family Educational Rights and Privacy Act

### Notification Requirement

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

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

g. Dates of attendance.

h. Most recent educational institution attended.

i. Degrees and awards received.

j. Educational Level (freshman, sophomore) as part of Directory Information.

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

5. Parents of students are advised that information contained in education records, except as may be determined to be Directory Information, will not be disclosed to them without the prior written consent of their sons and daughters.
6. Any student who requests copies of his/her student 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 (5 U.S.C. 522a) requires that when any Federal, State, or local government agency requests an individual to disclose his or her social security account number, that individual must also be advised whether that disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited, and what use will be made of it.

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

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

enrollment for the purpose of providing services; and alumni affairs.

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

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

#### **Notice to Handicapped Persons— State of Hawaii**

In accordance with Section 84.8 of the federal rules and regulations governing Section 504 of the Rehabilitation Act of 1973, the State Office for Affirmative Action on behalf of all State agencies and departments (including the University of Hawaii) which are recipients of the federal assistance, hereby provides notice to the public that no otherwise qualified handicapped person shall, solely on the basis of that handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity receiving federal financial assistance.

Copies of State agency, department and University of Hawaii policies on non-discrimination and affirmative or voluntary action are available for inspection at the respective agency, department, or university. An employee in each of these offices has been designated to provide information about programs, services, activities and facilities which are accessible and usable by handicapped persons.

Any person requiring assistance in identifying the appropriate individual, agency, department or university, may contact the:

State Office of Information  
State Capitol, Room 442  
Honolulu, Hawaii 96813  
Ph. (808) 548-6222

#### **Non-Discrimination and Affirmative Action**

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

The University shall promote full realization of equal opportunity through a positive, continuing program on each campus. This policy is intended to comply with the following laws:

Executive Order 11246, As Amended 11375	Vocational Rehabilitation Act of 1973
Civil Rights Act of 1964 Title IV, as amended by the education amendments of 1972	Age Discrimination Employment Act of 1967
Title VI Title VII, as amended by the Equal Employ- ment Opportunity Act of 1972	The Higher Education Act, as amended by the Education amendments of 1972
Title IX of the Educa- tion Amendments of 1972	Vietnam Era Veteran's readjustment Act of 1974
Equal Pay Act of 1963, as amended by the Ed- ucation amendments of 1972	Hawaii revised statutes Chapter 76, Section 76-1 Chapter 78, Sec- tion 78-2
	Other related Federal and State Laws

Students having concerns about any of these laws are encouraged to contact:

John Baker  
Waipa 134  
Ph. 235-0113

The EEO Coordinator for Windward Community College is:

Janet Harada  
Judd 112  
Ph. 235-0077

#### **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/she has a grievance shall 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 of his/her conclusions and recommendations. The Dean of Instruction may then take such action as he/she may deem 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 with seven (7) calendar days after he/she has been notified of the conclusions reached and any action taken at the Assistant Dean level. The student shall provide, as part of the appeal, complete copies of all materials associated with the levels of appeal and shall notify 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 Dean for Student Services, and the Library.

## Academic Dishonesty

### 1. Purpose:

This policy is designed to:

- a. define academic dishonesty,
- b. direct students to information on how to use source material correctly,
- c. provide guidelines for handling instances of academic dishonesty.

### 2. Policy:

#### a. Definition of Academic Dishonesty

(1) Plagiarizing—representing work to be the product of one's own effort when it is not.

(a) Copying directly from any other source, without providing proper recognition of that source.

(b) Submitting in one's own name works which have been authored by another person.

(2) Cheating.

(a) Copying from another student's examination paper.

(b) Receiving information and/or using materials without the instructor's consent during an examination.

(c) Knowingly and without authorization discover or attempt to discover the contents of an examination before the contents are revealed by the instructor to all other enrollees in the course.

(d) Substituting for another person or permitting any other person to substitute for oneself in an examination or other academic endeavor, without the instructor's consent.

(3) Collusion—knowingly assisting anyone in the commission of the acts in this section of the policy.

#### b. Information On Correct Use And Citation Of Source Material

Information regarding academic honesty, authorship, and the correct use of sources is available to students at the Reference Desk of the College Library. This information will clarify academic honesty with regard to authorship and correct use of sources. Further, instructors will assist students in clarifying this policy.

#### c. Guidelines For Handling Instances Of Academic Dishonesty

(1) If academic dishonesty is discovered, the instructor may, at his/her discretion:

(a) Require the student to repeat the work in question with full or partial credit to be granted for the second attempt.

(b) Assign an "F" grade or assign "no credit" for the work in question.

(2) The student may appeal any decision made by the instructor through the *Student Academic Grievance Procedure*. That procedure (Windward Community College Policy Guideline No. 4-6) is on file at the Reference Desk of the Library or is available from Student Services counselors.

## 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 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 satisfactory evidence to the residency officer that proves otherwise.



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

GENERALLY, ADULT (OVER 19) AND MINOR (UNDER 19) STUDENTS ARE DEEMED RESIDENTS OF THE STATE OF HAWAII FOR TUITION PURPOSES IF THE ADULT STUDENTS OR IN THE CASE OF MINOR STUDENTS, THEIR PARENTS OR LEGAL GUARDIANS, HAVE RESIDED IN AND DEMONSTRATED THE NECESSARY INTENT TO MAKE HAWAII THEIR LEGAL, PERMANENT RESIDENCE AT LEAST 12 CONSECUTIVE MONTHS PRIOR TO THE FIRST DAY OF INSTRUCTION.

The *criteria* for establishing Hawaii residency are:

- A. Registering to vote in the State of Hawaii
- B. Voting in Hawaii
- C. Filing Hawaii Resident State Income Tax Returns
- D. Obtaining a Hawaii Motor Vehicle License
- E. The presence of immediate family in Hawaii
- F. Other such criteria

**NO SINGLE ACT IS SUFFICIENT TO ESTABLISH RESIDENCE IN THE STATE OF HAWAII.** Having registered to vote in the State of Hawaii and filing Hawaii Resident Income Tax Returns are probably the two most important considerations for establishing intent. Other legal factors involved in making a residency determination include:

- A. Residency in Hawaii and residency in another place cannot be held simultaneously.
- B. Presence in Hawaii primarily to attend an institution of higher learning does not create resident status.
- C. The residency of unmarried students who are minors follows that of the parents or of the legal guardian. Marriage emancipates a minor.
- D. The residency of a married person may follow that of his or her spouse.
- E. Resident status, once acquired, will be lost by future voluntary action of the resident inconsistent with such status. However, Hawaii residence will not be lost solely because of absence from the state while a member of the United States Armed Forces, while engaged in navigation, or while a student at any institution of learning.

*Statutory exemptions* may be granted to non-residents under the following circumstances:

- A. Persons who are legal residents of a state or foreign country which permits Hawaii residents to pay the same tuition at its public institutions of higher learning as are paid by its own residents.
- B. United States military personnel and their authorized dependents during the period such personnel are stationed in Hawaii on active duty.
- C. Persons who are legal residents of a district, commonwealth, territory, or insular jurisdiction, state, or nation which provides no public institution of higher learning.
- D. Employees of the University of Hawaii and their spouses and legal dependents.

### Appeal Process

Residency decisions may be appealed by contacting the residency officer 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 before the fifth week of instruction a complete withdrawal from the University (or College), change from full-time to part-time status, or change from one tuition rate to another, if applicable, tuition and special course fees are refunded as indicated below:

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 refunded as indicated below upon approval of the College Dean for 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 shall payment of a refund be 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 student does not re-enroll in other classes.

Application for tuition refund must be made after formal (official) withdrawal from class(es). Appropriate 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 Dean for Student Services.

# Staff

## Board of Regents of the University of Hawaii

Tom T. Shibano, Chairman  
 Robert M. Fujimoto, Vice Chairman  
 Taktsuki Shiramizu, Secretary of the Board  
 Carl A. Carlson, Jr.  
 Wallace S. Fujiyama  
 Gerard A. Jervis  
 Harriet K. Mizuguchi  
 Michael Moriarty  
 Stanley Mukai  
 Ruth Oshiro  
 Ambrose Rosehill  
 Kiyoshi Sasaki

## Central Administration: The University of Hawaii

Fujio Matsuda, Sc.D. . . . . President  
 David A. Heenan, Ph.D. . . . . Vice President  
 for Academic Affairs  
 Harold S. Masumoto, J.D. . . . . Vice President for  
 Administration

## Office of the Chancellor for Community Colleges

Dewey H. Kim, M.P.A. . . . . Chancellor for  
 Community Colleges

## Windward Community College: Administration

Peter T. Dyer . . . . . Provost  
 Iris T. Fukui . . . . . Dean of Instruction  
 Jacqueline R. Maly . . . . . Assistant Dean of Instruction  
 Gerald St. James\* . . . . . Assistant Dean of Instruction  
 Keiji Kukino . . . . . Director, Administrative Services  
 John Baker . . . . . Dean for Student Services

## Windward Community College: Staff and Faculty

JOHN BAKER . . . . . Dean for Student Services  
 Ph.D., Boston College  
 B.D., San Francisco Theological Seminary  
 B.A., Davidson College

PAULA JOSLYN BRADFORD . . . . . Instructor, Learning  
 Skills, Counselor  
 M.A., San Jose State University  
 B.A., University of Idaho

BARBARA CHANG . . . . . Fiscal Officer  
 B.B.A., University of Hawaii

MITSUE COOK . . . . . Instructor, English-Expository  
 Writing  
 M.A., California State University  
 B.A., California State University

CAROL CRAIG . . . . . Instructor, Accounting;  
 Business Technology Department  
 Chairperson  
 M.B.A., University of Hawaii  
 B.A., University of Hawaii

KATHLEEN DAMON\* . . . . . Instructor, English-  
 Expository Writing, Interdisciplinary  
 Studies, Literature  
 M.A., University of Iowa  
 B.S., University of Wisconsin

ROBERT deLOACH . . . . . Instructor, Anthropology,  
 Sociology  
 M.A., University of Hawaii  
 M.S., Florida State University  
 B.S., Florida State University

DIANA DELUCA . . . . . Instructor, English-Expository  
 Writing, Literature  
 M.A., University of Hawaii  
 B.A., University of Hawaii

JOSEPH DEMARKE . . . . . Instructor, Automotive  
 Technology  
 B.S., California Polytechnical State University,  
 San Luis Obispo

DAVID DENISON\* . . . . . Instructor, Social Science  
 Fifth Year Teaching Certificate, University of  
 Hawaii  
 M.A., University of Arizona  
 B.A., Southern Illinois University

DOUGLAS DORMAN . . . . . Instructor, Automotive  
 Technology  
 B.A.Ed., University of Hawaii  
 5th Year Certificate, University of Hawaii

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 . . . . . Instructor, Political Science  
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  
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
- JANET HARADA\* . . . . . Instructor, Sociology; Social  
Science Department Chairperson  
Ph.D., University of California, Santa Barbara  
M.A., University of California, Santa Barbara  
B.A., University of Michigan
- CHARLES HEAUKULANI . . . . . Registrar  
B.S., Chaminade College
- JEAN HENNA . . . . . Instructor, Japanese  
M.A., Sophia University  
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  
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
- JEFFREY W. HUNT\* . . . . . Instructor, Botany,  
Marine Biology; Coordinator,  
Marine Option Program  
M.S., Whittier College  
Fifth Year Teaching Certificate, Whittier College  
B.A., Whittier College
- NEAL JOSEPH\* . . . . . Counselor, Academic Advisor,  
Instructor, Interdisciplinary Studies  
M.Ed., University of Hawaii  
B.Ed., University of Hawaii
- HIROSHI KATO . . . . . Instructor, Biology  
M.S., University of Hawaii  
M.Ed., University of Hawaii  
B.A., Sacramento State College  
A.A., Bakersfield College
- KEIJI KUKINO . . . . . Director, Administrative Services  
B.S., University of Hawaii
- HERMAN H. LIBARIOS . . . . . Counselor, Trio Project  
B.A., University of Hawaii
- RONALD LOO . . . . . Instructor, Philosophy, Music;  
Humanities Department Chairperson  
M.A., University of Hawaii  
B.A., University of Hawaii
- HELEN McARDLE . . . . . Instructor, HPER  
M.S., University of Pennsylvania  
B.S., New York University
- JACQUELINE R. MALY . . . . . Assistant Dean  
of Instruction  
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, Hawaiiana  
M.Ed., University of Hawaii  
B.A., Central Washington State College
- 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

- DOROTHY NIIMOTO . . . . . Instructor, Botany,  
Mathematics  
Ph.D., Cornell University  
M.S., University of Hawaii  
B.A., University of Hawaii
- JANICE NUCKOLS . . . . . Instructor, History  
M.A., University of Hawaii  
B.A., Marietta College
- STANLEY OKA . . . . . Instructor,  
Agriculture/Horticulture  
M.S., University of Hawaii  
B.S., University of Hawaii
- DAVID PALMER . . . . . Media Specialist  
M.Ed., University of Hawaii  
B.S.E.E., Southern Methodist University, Dallas
- NANCY PANG . . . . . Librarian  
M.L.S., University of Hawaii  
B.A., University of Hawaii
- TYRONE REINHARDT . Instructor, Visitor Industry  
Program  
M.A., Andover Newton Theological School  
B.A., Yankton College
- KENT ROBERTSON\* . . . . . Instructor, Religion,  
Interdisciplinary Studies  
M.Div., San Francisco, Theological Seminary  
Secondary Teaching Certificate, University of  
Colorado  
B.A., University of Colorado
- CAROL M. ST. JAMES\* . . . . . Career Counselor,  
Instructor, Interdisciplinary Studies  
M.Ed., University of Hawaii  
M.A., University of Wisconsin  
B.A., University of Wisconsin
- GERALD ST. JAMES\* . . . . . Assistant Dean  
for Instruction  
M.A., Northern Arizona University  
B.S., Eastern Michigan University  
A.A., Genesee Valley Community College,  
Michigan
- JEAN MINAMI SHIBUYA . . . . . Instructor, English-  
Expository Writing,  
Literature; Language Arts  
Department Chairperson  
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
- OPAL STONEMAN\* . . . . . Instructor, Secretarial  
Science  
M.S.Ed., University of Southern California  
B.S., University of Southern California
- ESTRELLA SYBINSKY . . . . . Instructor, Ethnic Studies,  
Political Science  
M.A., University of Hawaii  
B.A., University of San Carlos
- PEARL TAKEUCHI . . . . . Instructor, Chemistry;  
Math Science Department Chairperson  
M.S., University of Wisconsin  
B.A., University of Buffalo
- SANDRA TOPORCER . . . . . Financial Aids Officer,  
B.A., California State College
- EMI TROEGER . . . . . Instructor, Secretarial Science  
M.Ed., University of Hawaii  
B.Ed., University of Hawaii
- AILEEN TSUJI . . . . . Instructor, Reading/Learning Skills  
M.Ed., University of Illinois  
B.A., University of Hawaii
- SIONE ULUAVE . . . . . Instructor, Mathematics  
M.A., Brigham Young University  
B.S., The Church College of Hawaii
- 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 . . . . . Librarian  
M.Ed. in Educational Communications and  
Technology, University of Hawaii  
M.L.S., The University of Texas  
B.A., Louisiana State University  
A.A., South Texas Junior College
- ALFRED WOODS, JR. . . . . Instructor, Finance  
B.S., University of California
- JOAN YAMAMOTO . . . . . Bookstore Manager
- HAROLD N. YOKOUCHI . . . . . Counselor, Trio Project  
B.A., University of Hawaii
- JEAN YOSHIDA . . . . . Instructor, Mathematics  
M.S., Oregon State University  
M.Ed., University of Hawaii  
B.Ed., University of Hawaii

\*Leaves/Sabbatical Leave for Academic year 1981-82.

**Clerical and Maintenance Staff**

A. Dolores Botelho . . . . . Secretary to the  
Dean of Instruction  
Irene Callejo . . . . . Clerk-Typist,  
Financial Aid Office  
X. Frank Chang . . . . . Building Maintenance Helper  
Mary Ciacci . . . . . Clerk-Typist, Word Processing  
Betty Kunishige . . . . . Clerk, Business Office  
Trudy Kurosaki . . . . . Clerk-Typist,  
Dean of Instruction  
Beatrice Kuwana . . . . . Clerk-Typist, Assistant  
Dean of Instruction, Unit II  
Joy Lindsey . . . . . Clerk-Typist, Trio Project

Jeannette Matsunaga . . . . . Clerk-Typist, Media  
Production Center  
Dolores Medeiros . . . . . Janitor  
June Nakasone . . . . . Account Clerk, Business Office  
Sharon Nihei . . . . . Library Assistant  
Gale Niwa . . . . . Clerk, Business Office  
Vera Okamura . . . . . Clerk-Typist, Public Service  
Ann Omiya . . . . . Library Assistant  
Lavenda Saberon . . . . . Janitor  
Chieko Soares . . . . . Janitor  
Doris Takeshita . . . . . Secretary to the Provost  
Irene Tokuda . . . . . Clerk-Typist, Director's Office  
Aileen Wun . . . . . Clerk-Typist, Registrar  
Barbara Zakabi . . . . . Janitor

**Advisory Committees**

**All-College Advisory Committee**

Paige Barber	Gilbert Olayan
John Cho	Jack Richardson
Denise DeCosta	Roy Sasaki
Al Lewis	Peter Wolf
	Don Yannell

**Agriculture Advisory Committee**

Norman Bezona	Mark Holle
Greg Boyer	Ken Ibara
Thomas Hatakeyama	Nellie Matsunami

**Automotive Technology Advisory Committee**

Jack Richardson	Makoto Yokotake
Joel Stollard	

**Business Advisory Committee**

Calvert Chipchase III	Sally Gribbon
Roland Chun	Beverly McGowan
Laura Fukuchi	Loretta Robello

**Visitor Industry Advisory Committee**

Leatrice Bekheart	Barbara Mills
John DeFries	Ben Nihipali
Steve Kolt	

# Index

Academic Advising/Orientation . . . . .	11	Course Numbering . . . . .	28
Academic Calendar . . . . .	4	Credit . . . . .	28
Academic Dishonesty . . . . .	14, 56	Credit by Examination . . . . .	16
Academic Information . . . . .	15	Credit/No Credit Option . . . . .	18
Academic Probation Policy . . . . .	16	Definition of Terms . . . . .	15
Accounting Program . . . . .	24	Degree Requirements, Associate in Arts . . . . .	20
Accreditation . . . . .	7	Degree Requirements, Associate in Science . . . . .	22
Admission Information . . . . .	8	Emergency Short-Term Loans . . . . .	10
Administrative Officers . . . . .	59	Faculty . . . . .	59-61
Advisory Committee . . . . .	7	Family Educational Rights and Privacy Act . . . . .	54
Advisory Committees . . . . .	62	Federal Financial Aid Programs . . . . .	10
Agriculture . . . . .	62	Finance Program . . . . .	26
All College . . . . .	62	Financial Aids . . . . .	10
Automotive Technology . . . . .	62	Financial Information . . . . .	9
Business . . . . .	62	Financial Obligations . . . . .	9
Visitor Industry . . . . .	62	Food Services . . . . .	12
Affirmative Action . . . . .	55	General Information . . . . .	7
Agricultural Technology Program . . . . .	23	Grade Point Average . . . . .	17
Appeal Process . . . . .	56	Grade Reports . . . . .	15
Application Deadlines . . . . .	8	Grading . . . . .	17
Associate in Arts Degree . . . . .	20	Graduation Information . . . . .	14
Associate in Science Degree . . . . .	22	Handicapped Persons . . . . .	55
Accounting . . . . .	24	Hawaii Merit Scholarship . . . . .	10
Finance . . . . .	26	Health Services . . . . .	12
Secretarial Science . . . . .	25	Housing . . . . .	13
Attendance . . . . .	14	Impermissible Behavior . . . . .	14
Auditing . . . . .	18	Independent Studies . . . . .	27
Automotive Mechanics Program . . . . .	23	Instructional Programs . . . . .	20
Benefits, Veterans . . . . .	10	Job Placement . . . . .	11
Board of Regents UH . . . . .	59	Learning Skills Lab . . . . .	13
Bookstore . . . . .	12	Library . . . . .	12
Business Lab . . . . .	13	Lost and Found . . . . .	12
Business Programs . . . . .	24-26	Lounge Facilities . . . . .	11
Campus Map . . . . .	2	Maintenance Staff . . . . .	62
Cancelled Classes . . . . .	18	Majors . . . . .	20
Cancelled Classes, Refund . . . . .	58	Map, Campus . . . . .	2
Career Counseling/Testing . . . . .	11	Math Learning and Kokua Lab . . . . .	13
Central Administration, UHM . . . . .	59	Marine Option Program . . . . .	27
Certificate Programs . . . . .	22	Media Production Center . . . . .	12
Certificate of Achievement . . . . .	22	Military Science Courses . . . . .	27
Accounting . . . . .	24	Misrepresentation . . . . .	8
Automotive Mechanics . . . . .	23	Non-Discrimination and Affirmative Action . . . . .	55
Finance . . . . .	26	Non-Resident . . . . .	8, 57
Stenography . . . . .	25	Notice to Handicapped Persons—State of Hawaii . . . . .	55
Certificate of Completion . . . . .	22	Numbering, Course . . . . .	28
Agricultural Technology . . . . .	23	Orientation . . . . .	11
Automotive Mechanics . . . . .	23	Outreach . . . . .	7
Clerical Typist . . . . .	25	Parking . . . . .	14
Finance . . . . .	26	Payments . . . . .	9
Chancellor for Community Colleges, Office of . . . . .	59	Personal Counseling . . . . .	11
Change of Address . . . . .	14	Placement Testing . . . . .	11
Change of Major . . . . .	14	Policies and Statement . . . . .	54
Class Size . . . . .	18	Probationary Student Policy . . . . .	16
Clerical Staff . . . . .	62	Purposes, College . . . . .	7
Clerical Typing Program . . . . .	25		
College Governance, student participation . . . . .	11		
College Level Examination Program (CLEP) . . . . .	17		
College, The (General Information) . . . . .	7		
Community Service . . . . .	7		
Concurrent Registration . . . . .	18		
Controlled Growth Policy . . . . .	8		
Cooperative Education . . . . .	27		
Course Descriptions (Descriptions of courses in alphabetical order) . . . . .	28-51		
Courseload . . . . .	18		

Refunds for Cancelled Classes	58
Registration and Course Information	18
Repeating Courses	16
Residency Regulation	57
Returning Students	18
Schedule of Refund Tuition and Fees	57
Scholastic Standards	15
Secretarial Science Program	25
Skills Improvement Program	13
Smoking	14
Social Security Number, Use of	54
Special Student Services	13
Stenography	25
Staff	59-62
State Financial Aid Programs	10
Student Academic Grievance Procedures	55
Student Activities	11
Student Activity Fees	9
Student Lounge	11
Student Participation College Governance	11
Student Responsibilities	14

Student Services	11
Summer Session	18
TB Clearance	8
Terms and Semesters	19
Testing	11
Test of English as a Foreign Language (TOEFL)	8
Transfer of Credits from Other Institutions	16
Transfer of Credits from Windward	52
Transfer of Credits to UHM	52-53
Tuition and Fees	9
Credit Course	9
Non-Credit Courses	9
Schedule of Refunds	57-58
Tuition Exemption for Senior Citizens	9
Use of Social Security Number	54
Veteran Administration Benefits	10
Welcome	6
Withdrawing from Classes	19

## Advisory Committees

Advisory Committees	18
All-College Advisory Council	18
Automotive Technology Advisory Committee	18
Business Advisory Council	18
Visitor Industry Advisory Committee	18

**Windward Community College**  
**45-720 Keeahala Road**  
**Kaneohe, HI 96744**