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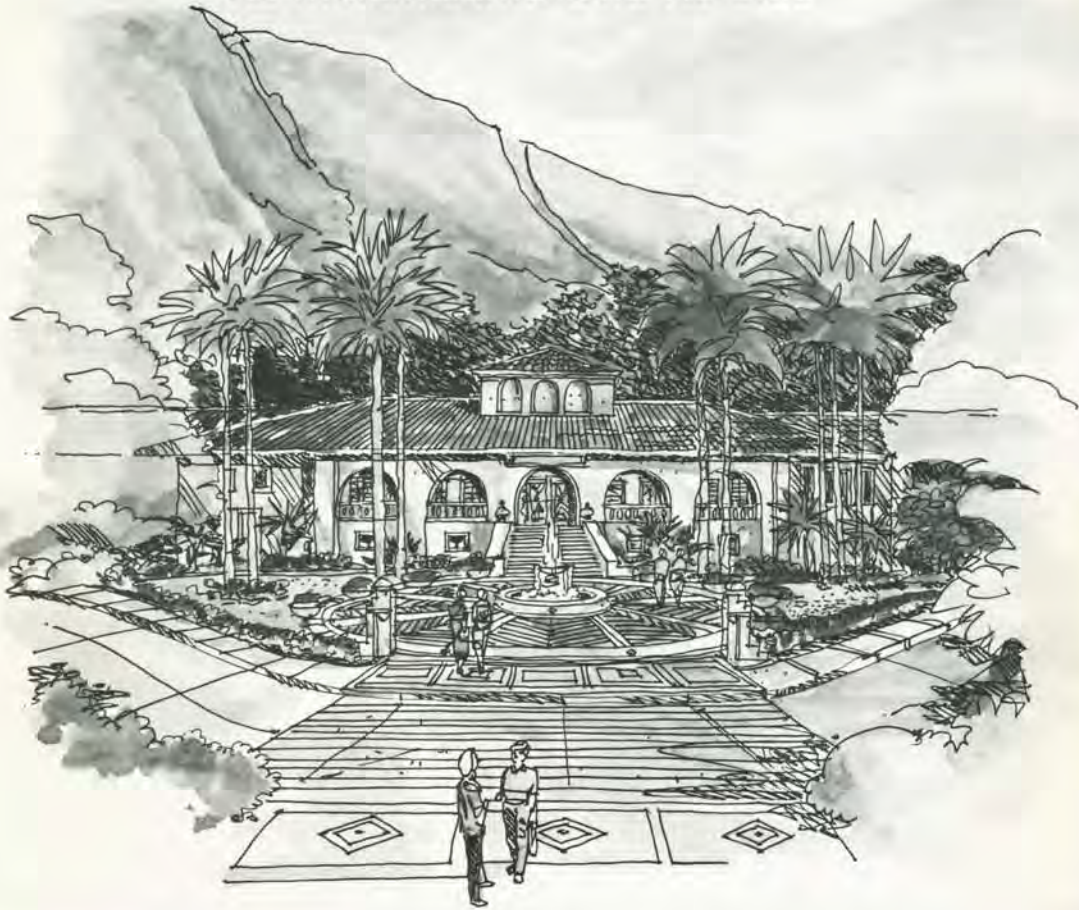
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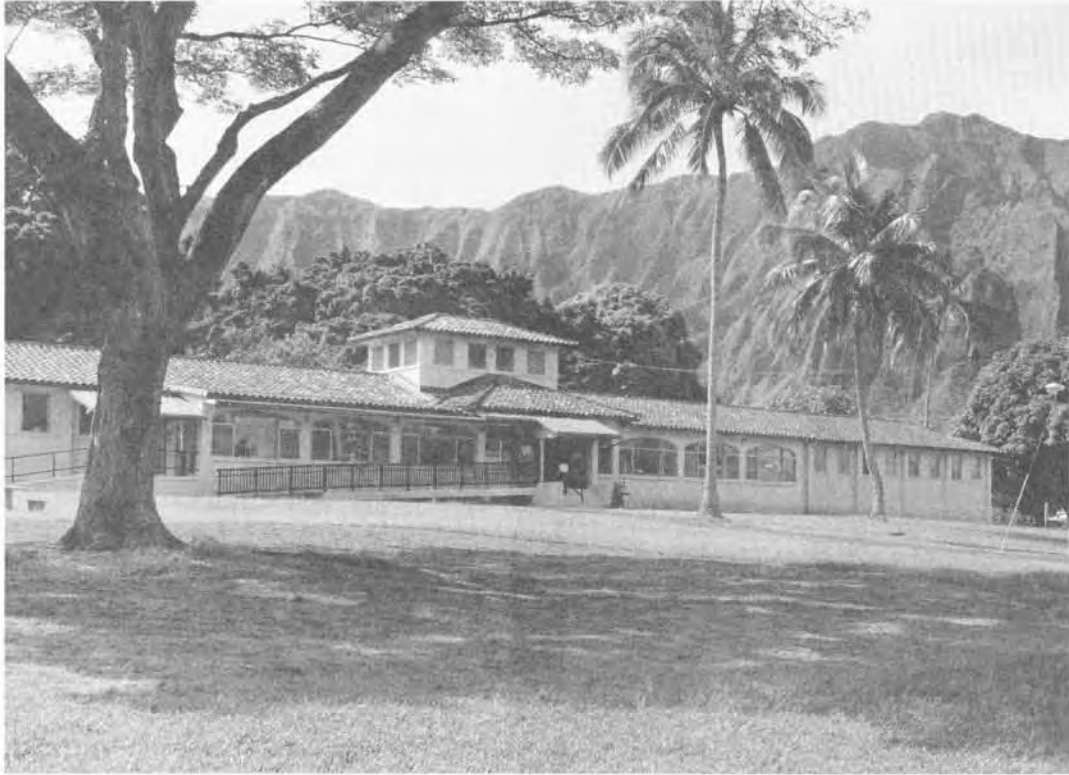
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WINDWARD COMMUNITY COLLEGE

UNIVERSITY OF HAWAII
1990-1991 CATALOG

Ka Mālamalama Ōna Ko'olau





Ka Mālamalama Ōna Ko'olau

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

Windward Community College

UNIVERSITY OF HAWAII
1990-1991 CATALOG

45-720 Kealahala Road
Kaneohe, Hawaii 96744

Telephone (808) 235-0077



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

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Academic Calendar—1990-1991

1990—FALL SEMESTER

August 3 (F) APPLICATION DEADLINE FOR REGULAR ADMISSION
 August 20 (M) FACULTY DUTY PERIOD BEGINS
 August 23 (Th) Registration
 August 27-31 (M-F) Late Registration/Add/Drop Period
 (First 8 weeks)
 August 27 (M) FIRST DAY OF INSTRUCTION
 August 31 (F) Last Day of Erase Period, (1st 8 week courses)
 September 3 (M) Holiday: Labor Day
 September 17 (M) Last Day of Erase Period, (16 week courses)

August 1990

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
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September 1990

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16	17	18	19	20	21	22
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October 1990

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November 1990

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December 1990

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January 1991

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February 1991

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March 1991

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April 1991

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May 1990

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

□ Academic dates of significance.
 ○ Holidays.

October 1 (M) Last Day of Official Withdrawal, (1st 8 week courses)
 October 15 (M) Last Day of Instruction (1st 8 week courses)
 October 16-17 (T-W) Exam Period, (1st 8 week courses)
 (Second 8 weeks)
 October 18 (Th) FIRST DAY OF INSTRUCTION (2nd 8 week courses)
 October 25 (Th) Last Day of Add Period, (2nd 8 week courses)
 October 25 (Th) Last Day of Erase Period, (2nd 8 week courses)
 November 5 (M) LAST DAY OF OFFICIAL WITHDRAWAL, FALL SEMESTER (16 week courses)
 November 6 (T) Holiday: Election Day
 November 12 (M) Holiday: Veterans' Day
 November 22-23 (Th-F) THANKSGIVING RECESS
 November 26 (M) Last Day of Official Withdrawal, (2nd 8 week courses)
 December 12 (W) Last Day of Instruction
 December 13-18 (Th-T) Exam Period (16 week & 2nd 8 week courses)
 December 21 (F) Last Day to Make-up Incomplete Grade from Spring Semester 1990
 December 21 (F) End of Fall Semester

1991—SPRING SEMESTER

December 14 (F) APPLICATION DEADLINE FOR REGULAR ADMISSION
 January 1 (T) Holiday: New Year's Day
 January 10 (Th) Registration
 (First 8 weeks)
 January 14 (M) FIRST DAY OF INSTRUCTION
 January 14-18 (M-F) Late Registration/Add/Drop Period
 January 18 (F) Last Day of Erase Period, (1st 8 week courses)
 January 21 (M) Holiday: Martin Luther King (1st 8 week courses)
 February 1 (F) Last day of Erase Period, (16 week courses)
 February 15 (F) LAST DAY OF OFFICIAL WITHDRAWAL, (1st 8 week courses)
 February 18 (M) Holiday: President's Day
 March 6 (W) Last Day of Instruction (1st 8 week courses)
 March 7-8 (Th-F) Exam Period, (1st 8 week courses)
 (Second 8 weeks)
 March 11 (M) FIRST DAY OF INSTRUCTION (2nd 8 week courses)
 March 15 (F) Last Day of Add Period, (2nd 8 week courses)
 March 15 (F) Last Day of Erase Period, (2nd 8 week courses)
 March 22 (F) LAST DAY OF OFFICIAL WITHDRAWAL, SPRING SEMESTER (16 week courses)
 March 25-29 (M-F) SPRING RECESS
 March 26 (T) Holiday: Prince Kuhio Day
 March 29 (F) Holiday: Good Friday
 April 19 (F) Last Day of Official Withdrawal, (2nd 8 week courses)
 April 19 (F) Last Day to Apply to Participate in Commencement
 May 8 (W) Last Day of Instruction
 May 9-14 (Th-T) Exam Period, (16 week & 2nd 8 week courses)
 May 17 (F) Last Day to Make-up Incomplete Grade from Fall Semester 1990
 May 17 (F) End of Semester To be announced Commencement
 May 19 (S) FACULTY DUTY PERIOD ENDS

1991—SUMMER SESSION

Dates to be determined.

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, 1990-91*. You are certain to find that our instructional programs and services offer you many opportunities for intellectual growth and personal development. We can help prepare you to transfer to a four-year college by providing you a first rate education. Our programs can also train you to develop the technical skills necessary for employment in Hawaii's businesses and government agencies.

We are a friendly campus, nestled at the foot of the Koolau mountain range, offering several alternatives for achieving post-high school education or simply for pursuing an interest through our non-credit programs. While many students spend the better part of each day with us completing liberal arts courses in order to earn an

A.A. degree (credits may be transferred to a four-year college or university), others come to take only a course or two and learn a bit more about the world in which they live, or attend classes after working a full day. They want to upgrade their skills in order to be promoted or be qualified for better jobs. You set your own pace; we help you decide how fast and how far to go.

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

Peter T. Dyer
Provost



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 1989 enrollment of 1,627 students. The College offers both liberal arts and vocational educational programs.

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

Purposes

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

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

The College also provides supportive services such as academic advising, tutoring, library services, and career counseling.

Accreditation

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

Office of Special Programs and Community Services

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 Office of Community Services at 235-7433. This office also coordinates campus and off-campus programs for senior citizens through special funding from the Executive Office of Aging.

Fujio Matsuda Technology Training and Education Center

The Office of Community Services administers the Fujio Matsuda Technology Training and Education Center which was established in 1985 to serve as a technological education center for the Windward Oahu community. The Center, supported by a generous contribution of \$1 million over a 5-year period from a group of anonymous donors, provides a "high tech, high touch" approach to computer education and training.

The Matsuda Center offers personal advising, a wide range of non-credit courses and workshops, and follow-up activities to individuals who wish to learn about computers in a friendly, low anxiety, high touch environment. The Center is an accessible and valuable community resource which meets the educational and training needs of individuals and businesses in Windward Oahu. For additional information on the Matsuda Center, please call 235-7491.

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. The Advisory Committees are listed on page 61.

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 authorized family members are considered non-residents (unless Hawaii is the Home of Record of the service member). However these military personnel and authorized family members 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. 54.

Admission of Foreign Students

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

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

All foreign students must demonstrate proof of enrollment in a health insurance plan for the entire semester or academic term before they are allowed to register.

Health Requirements for Registration

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

Windward Community College complies with all applicable requirements of other state health agencies and councils as may be required by law or by rules and regulations.

To Enter the College

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

WCC APPLICATION DEADLINES

Fall Semester 1990	Aug. 3, 1990
Spring Semester 1991	Dec. 14, 1990

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

Students who have applied and been accepted select classes and pay tuition and fees during the registration periods (see Academic Calendar, p. 3).

All new and transfer applicants are required to file a TB clearance (results of skin tests or chest X rays) not more than four years old prior to registration. New students must also attend an orientation session and take required placement tests before registering.

Misrepresentation

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

Financial Information

Tuition and Fees

These tuition rates are effective Fall Semester 1990, subject to final Board of Regents approval. Tuition and fees are subject to change.

1. Credit courses, per semester/term:

Tuition	Part-time 1-11 credits	Full-time 12 or more credits
Hawaii residents*	\$ 17/credit	\$ 200 total
Non-Hawaii Resident	\$104/credit	\$1230 total
Student Activity fee (mandatory)	1-10 credits \$1/credit	11 or more credits \$10 total

*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 call 235-7433 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 a \$7.50 service charge.

Late Registration Fee: A late registration fee of \$2 is charged (in addition to tuition and student activity and publication 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 or other legitimate educational purposes to another college within the University of Hawaii system. A \$1 fee is charged for each tran-



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

Payments

All fees must be paid by cash, check or credit card at the time of registration. No provisions are made for deferral of tuition payment.

Financial Obligations to the University

Students who have outstanding financial obligations to the University of Hawaii (tuition and fees, traffic violations, library fines, locker fees, laboratory breakage charges, transcript fees, loans past due, rental payments, etc.) may be denied transcripts, diplomas and registration.

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

Financial Aids

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

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

The deadline for applying for aid for the 1990-91 academic year is April 1, 1990. Applications received after the deadline will be considered as long as funds are available.

Additional information is available in the brochure "A Guide to Financial Aid at the University of Hawaii" and from the Financial Aid Office, in Waipa 120 (235-7449). All financial aid programs are subject to change due to legislative action.

Federal Financial Aid Programs

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

College Work-Study Program (CWSP) provides part-time employment on campus.

The Perkins Loan Program (formerly National Direct Student Loan (NDSL) program) is a long-term federal loan program.

The Stafford Loans (formerly called Guaranteed Student Loans) are loans available from private lenders such as banks and credit unions. The Parent Loan for undergraduate students (PLUS) provides additional federal funds for a student's educational expense. Also available are Supplemental Loans for Students (SLS). Information and applications are available from the lender or from the Financial Aid Office.

Males may be required to provide proof of Selective Service registration in order to qualify for federal financial aid. The policy statement may be found on page 52.

State Financial Aid Programs

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

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

Tuition Waivers

May be awarded to students on the basis of need, merit or service.

Private Scholarships

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

Short-Term Loans

Short-term loans are available to meet emergency educational expenses while attending college at least half-time.

Others as Applicable

All financial aid programs are subject to change due to legislative action. For additional financial aid information, contact the Financial Aid Office, Waipa 120, phone number 235-7449.

Veterans Administration Benefits

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

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

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

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

Services to Students

The Student Services office is located in Waipa Building, Room 132.

Academic Advising and Orientation

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

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

Placement Testing

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

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

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

Personal Counseling

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

Career Counseling and Testing

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

Job Placement

Job placement assistance is available on a limited basis. Please check with the Student Services office for further information. Call 235-7471 and ask for the Job Placement Officer.



Student Activities/Student Government

Students at Windward Community College have organized a coordinating council, the Windward College Konohiki Council (WCKC), to develop a program of activities for students and members of the community. The Council administers the use of student activity fees. Last year WCKC sponsored the College newspaper, *O Ka Ohana*, the College literary magazine, *Rainbird*, 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 Community College are encouraged to participate in institutional policy mak-

ing and in implementing the program of activities offered.

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

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

Food Services

Lunch wagons are located in the parking lot near the Library and several campus buildings are equipped with vending machines. There are several fast food restaurants in nearby Kaneohe town.

Parking

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

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

Parking for disabled persons is provided in specially marked stalls. Special placards issued by the City and County of Honolulu are required to park in these marked stalls. Vehicles without a valid placard are in violation of HRS Sec 19.150 and may be towed away at owner's expense, in accordance with City Ordinance Sec 15-24.11 (3d).

Bookstore

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

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

Library

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

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

Guides to the use of the Library and services offered are available at the circulation desk. A reference librarian is available at all times to assist students and faculty in using the library's resources. The Library staff welcomes both questions and suggestions about any of these services, and is eager to help students learn how to use the Library.

Media Production Center

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

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

The Center is located in Judd Building.

Health Services

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

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

Lost and Found

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

Housing

The College has no dormitories and does not assist students in locating housing.

Special Student Services

Windward students with disabilities are encouraged to identify any needs for assistance to a counselor. Provisions for individual tutoring, mobility assistance, and notetaking services may then be made available. Reader services for visually impaired students are available, primarily by tape recordings of texts, enlargements of texts, or possibly through Braille transcription. Students needing assistance should contact the TRIO program, phone: 235-7487 at least six weeks prior to the beginning of the semester in which services will be needed.

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

Learning Assistance Center (LAC)

The Learning Assistance Center, located in Lono Building, is open daily. It houses the Learning Assistance Center and Math Resource Center. Services available include assessment of students' skills in reading, writing, math, concentration, listening, note taking and many other learning skills needed for suc-

cess in college. Workshops and individualized programs tailored to students' needs are offered in the Center. Formal registration for help from the Center is not necessary, and students are welcome to begin using the Center at any time throughout the semester. Computers are available to supplement coursework. Resource teachers provide help in mathematics, reading, writing, and other study skills.

English as a Second Language

Students who do not speak English as their first language may get help in speaking, listening, reading and writing English from the Learning Assistance Center. The LAC also offers a make-up testing service. The Center, in cooperation with the TRIO Project, provides individual tutors and small group sessions. Students wanting help should ask the Learning Assistance Center coordinator, Lono 112.

Business Lab

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

Computer Labs

The Apple and IBM Computer Lab provides opportunities for faculty and students to learn the fundamentals of computer usage. The lab is available for students enrolled in computer-related courses, continuing education courses, and independent work. Each semester several free introductory workshops are held to introduce students to the lab. Students enrolled in classes using the networked IBM's as well as interested faculty and staff will be able to obtain an electronic mailbox and password information from Lab Monitors or the Lab Coordinator. The Apple & IBM Computer Lab is located in Haloa 117. Lab hours are posted each semester. Students are encouraged to visit the Lab or to call 235-7490 for further information.

TRIO Project

Windward Community College, in association with the federal government, has developed a program to assist students with special needs to make their college experience successful. The program provides remedial/developmental coursework, counseling services, and tutorial assistance for students who meet the federal government eligibility criteria. Also, notetaking, reader services, mobility aides, interpreters for the hearing impaired, and learning resource support are available to those with handicapping conditions or learning disabilities. Students are encouraged to visit the TRIO office located in Lono 107, or to call 235-7487, for further information.



PROFILE:

**WARREN
HOUGHTAILING**
Art Director, Honolulu Publishing

"If it wasn't for Windward, I'd probably still be working construction," says Warren Houghtailing, art director of Honolulu Magazine's slick, monthly Cable Guide, distributed to 65,000 homes island-wide.

Houghtailing, 36, spends his days in his Merchant Street office, supervising the magazine's total production—from design to typesetting to pasteup. He also works on advertising and graphic design for clients such as the Hawaii International Film Festival.

Not bad for someone who didn't give college much thought in high school.

"I was a bit of a rascal," he admits. "But Windward really turned me around."

Houghtailing was working construction jobs in 1974 when he started thinking about his future. "I began to wonder if this was what I wanted for myself. That's when I decided to go to Windward."

He enrolled in WCC because it was close to home; he also says he liked the philosophy of the college. "I was pretty impressed with the faculty and administration's attitude toward education. They saw it as a shared experience."

Houghtailing went on to become student government president, an outreach and peer counselor, and even editor of the campus newspaper for a semester.

"WCC was a profound experience for me," he recalls. "I learned about business, politics, managing responsibilities—life, really. I'll always be grateful to the people there."

Houghtailing, who majored in fine arts at UH-Manoa, has carved out a successful career for himself in a highly competitive field. In addition to his work at Honolulu Magazine, he also heads his own company, Houghtailing Designs, specializing in offset printing, silk screening and illustration.

"One of my strengths is that I've worked in just about every area of commercial design so I understand how to manage production time and save money. I learned the more versatile I got, the more valuable I became. WCC started me on the road to that kind of thinking."

Student Responsibilities

Student Responsibility

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

Attendance

Regular class attendance is expected of all students. Students who stop attending classes are likely to receive an F grade. To avoid this, official withdrawal should be made in the Registrar's Office.

Change of Address

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

Change of Major

Students who are already enrolled in the College and wish to *change their majors* must request the change on a form available in the Registrar's Office in Eckerdt 112.

Graduation Information

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

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

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

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

Impermissible Behavior

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

A summary of the Policy on Student Conduct may be found on page 53 of this catalog.

Smoking

In accordance with the State's No Smoking Act, Act 108, SLH 1976 and Act 245, SLH 1987, smoking is prohibited in any of the classrooms, laboratories, and conference rooms of the College.



Illicit Drugs

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

Alcoholic Beverages

Copies of policies governing the possession, consumption, serving, and sale of alcoholic beverages on Windward Community College campus are available in the Office of the Dean of Student Services and the Chancellor's Office. Campus-sponsored activities on campus that involve either the serving or selling of alcoholic beverages must be in compliance with applicable College/University policies and State law.

Lethal Weapons

Firearms, spear guns, and bows and arrows are prohibited on campus except with specific prior permission of the Provost.

Academic Dishonesty

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

Academic Information

Definition of terms used at Windward Community College

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

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

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

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

Commencement: A public ceremony and celebration held at the end of the academic year at which degrees and certificates awarded to students are recognized.

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

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

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

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

Full-time student: A student carrying twelve or more credits in a semester. (VA beneficiaries should check with the Veterans Administration 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. Withdrawals are

permitted through the end of the tenth week of a semester (fifth week for eight-week courses).

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

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

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

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

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

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

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

Writing Intensive (WI): Courses with this designation will use writing as an essential tool for learning the course material. The course will require students to do a significant amount of writing that will be used in determining the grade for the course.

Credits, Grades, and Exams

Scholastic Standards

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

The Dean's List

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

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

Honor Society

Students who have earned 12 credits with a cumulative grade-point average of 3.5 are invited to join the Phi Theta Kappa National Honor Society each semester. The campus chapter is actively involved in sponsoring events for intellectual and scholarly growth and provides opportunities for service, social activities, and developing friendships for its members.

Grade Reports

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

Academic Probation Policy

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

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

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

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

Academic Probation. If a student makes unsatisfactory progress while on *Warning*, the student is placed on *Academic Probation* the following semester. A student on academic probation is required to see a counselor before registering. The student will be allowed to enroll only in those courses approved by the counselor, and will meet regularly thereafter with the academic counselor to review progress. In addition, a student on academic probation is not eligible for financial aid, campus employment, or certification for veterans' benefits.

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

1. A suspended student is eligible to return to Wind-

ward Community College after the passage of at least one semester (not including summer session); a student returning to the College after suspension is on probation during the semester of re-entry.

2. Notation of suspension is made on the student's permanent record.
3. Under extenuating circumstances, a waiver of suspension may be granted. The student must apply for waiver from the Dean of Student Services prior to the beginning of regular registration for the following semester.

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

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

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

Repeating Courses

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

Transfer of Credits from Other Institutions

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

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

Students must be aware, however, that transfer credits awarded are applicable to meet requirements of this College but may not necessarily be accepted by any other institution upon transfer of the student

from Windward Community College to another college.

Students transferring to other institutions from Windward Community College should refer to transfer information (p. 50).

Credit by Examination

Windward Community College students who present evidence of having achieved course objectives through prior experience may apply for credit by exam. Credit by exam, however, is not available for all courses. Students are advised to check with individual instructors and the Department Chairperson on a course by course basis. Students must be officially enrolled in at least one course in the College during the semester in which credit by exam is requested.

College Level Examination Program (CLEP)

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

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

Examinations are available in the following areas:

General Examinations

Natural Sciences
Mathematics
Humanities
Social Sciences: History

Special Examinations

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

Further information regarding credit by examination of CLEP is available in the Office of the Dean of Student Services.

Grade Point Average

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

Although I, W, and NC are not included in the grade point average, students are advised that some colleges, especially graduate and professional schools, do not look with favor upon transcripts containing these grades. Similar attitudes occur among some employers and scholarship grantors.



PROFILE: DIANE SEBRING
Coordinator, Adults in Transition
Leeward Community College

Diane Sebring has come full circle—and then some. As coordinator of the Adults in Transition program at Leeward Community College, she can honestly say she knows how her students feel.

Sebring credits a similar program at WCC with helping her find new direction in her own life.

"Up until then, I was just taking classes," she says. "After the positive feedback I got in WIT, I decided to put my courses together for a degree."

WIT, now known as the Windward Transition Program, has helped hundreds of students since 1978 set new goals for themselves. In Sebring's case, the program marked the beginning of a highly successful career in counseling.

In her job at Leeward, she coordinates six to eight sections a semester of the transition program—including an outreach project in Waianae. For her "exemplary" work, she was named the 1989 Counselor of the Year by the Hawaii Association for Counseling and Development.

Sebring is her own best advertisement for lifelong learning. She earned her master's degree at age 55, and says age was never a barrier at WCC.

"No one told me I was too old to get a degree. They said, 'Why not get a degree?' " she recalls. "No one said there are any limits. The barriers are only your own."

As a graduate student in UH-Manoa's counseling and guidance program, Sebring had done some advising at Leeward under her former WCC transition teacher Kathy Damon. When the LCC program was launched in 1985, Sebring was hired as its coordinator.

"For me, it was a real validation of what the program can do," she says. "I think the most satisfying part is seeing the students grow."

"I know how scared they are because that's where I started. But the program builds a sense of being capable, of feeling 'I can do more than I've been doing.' We call it stepping out of the 'comfort zone.' It's something you can do at any age."

Grading

Letter grades and grade points are awarded to a student to reflect their level of achievement of the objectives of a course. At the College, the letter grades which can be awarded include the following:

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

Letter Grade	Definition	Grade Points Awarded
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/NC grading option.

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

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

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

Registration and Course Information

Auditing

Students are permitted to audit certain classes. Auditors register using the late registration/add procedure. No credit or grade is given for a course audited, nor is an academic record or transcript of the audit maintained. *Students must complete all regular admissions and registration procedures in order to audit a class, regular tuition and all fees must be paid.*

Class Size

Classes at the College range in size from 15 to 35 students; however, most classes do not have more than 25 students.

Cancelled Classes

Courses are subject to cancellation due to low enrollment. Students whose classes are cancelled may make a change during the add period without payment of a change of registration fee. Between the end of regular registration and the first day of classes, a "Cancelled Classes Hotline" telephone answering machine will provide the caller with information on cancelled classes. The number to call is 235-7465. A list of cancelled classes will also be made available at the Registrar's Office, and cancelled class notices will be posted on the respective classroom doors.

Concurrent Registration

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

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 of Student Services for details.

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

Returning Students

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

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

Summer Session

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

Terms and Semesters

Courses offered by the College vary in length. Basically, a 16-week semester schedule is maintained. Some courses are also scheduled for accelerated 8-week terms. These variations are intended to accommodate the differing learning styles of students at the College.

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

Fifteen-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 term I and II accelerated classes or 16-week classes or may choose classes of both lengths. Students receiving VA benefits are advised to consult with the College Veterans Advisor or VA Representatives to assure that combinations of 8- and 16-week courses will result in the desired eligibility for benefits.

Withdrawing from Classes

Students intending to drop classes are advised to do so as soon as possible so that the maximum amount of tuition can be refunded (if applicable) and grading penalties can be avoided. (See p. 55 for the Schedule of Refund of Tuition and Fees.) Students officially withdrawing from classes by making the change through the Office of the Registrar by the 3rd week of classes (if the class is a 16-week class) or the 1st week of classes (if it is an accelerated 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. Pay/clear the necessary fees at the Business Office within 72 hours of the date of issuance and by the college calendar deadline.

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

Instructional Programs

The Instructional Program

The instructional program at the Windward Community College recognizes that people differ in interest, motivation, ability, and learning styles. Thus, alternatives are stressed, in the kinds, levels, and ways in which courses are offered.

Courses offered are intended to meet the needs of individuals:

- intending to earn an Associate in Arts degree in the liberal arts;
- intending to earn a Certificate of Completion, Certificate of Achievement and/or an Associate in Science degree in a vocational program;
- intending to transfer to a four year college to earn a bachelor's degree;
- interested in taking courses for personal enrichment;
- interested in acquiring skills and knowledge needed for employment in selected occupational fields;
- interested in reinforcing basic learning and study skills, e.g. reading, writing, note-taking, memory/concentration skills;
- interested in updating skills and knowledge for employment in certain vocational fields.

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

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

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

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

Majors

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

1. Liberal Arts (Associate in Arts Degree program)
2. Accounting (Certificate of Achievement and Associate in Science Degree program)

3. Agricultural Technology (Certificate of Completion)
4. Automotive Mechanics (Certificate of Completion and Certificate of Achievement program)
5. Finance (Certificate of Achievement, Certificate of Completion, and Associate in Science Degree program)
6. Office Administration and Technology (Certificate of Completion, Certificate of Achievement and Associate in Science Degree program)

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

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



Associate in Arts Degree

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

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

1. Earn 60 credits. All courses must be numbered 100 or above. No more than 12 credits may be independent study/cooperative education.
2. Earn credits in the following required areas:

HUMANITIES REQUIREMENT

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

ART	101
DRAMA	101
ENGLISH LITERATURE (ENG)	250, 251, 252, 253, 254, 255, 256, 257
HISTORY (HIST)	151, 152, 241, 242, 281, 282
MUSIC (MUS)	106, 107, 108
PHILOSOPHY (PHIL)	100, 101, 102, 200
RELIGION (REL)	150, 151, 201

SOCIAL SCIENCES REQUIREMENT

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

ANTHROPOLOGY (ANTH)	150, 200
BOTANY (BOT)	105
ECONOMICS (ECON)	101, 120, 130, 131
GEOGRAPHY (GEOG)	102, 151
POLITICAL SCIENCE (POLSC)	110, 180, 120, 130
PSYCHOLOGY (PSY)	100, 170, 224, 240, 251
SOCIOLOGY (SOC)	100, 251

LANGUAGE ARTS REQUIREMENT

3 credits in ENG 100

3 credits selected from this list:

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

NATURAL SCIENCES REQUIREMENT

A minimum of 6 credits chosen from the list below. The student must take a minimum of three credits in biological science and a minimum of three credits in physical science. In addition, one of these courses must be a **laboratory/fieldtrip** course indicated below in boldface type. For some courses a separate registration for laboratory/field work is required.

Biological Science	
AQUACULTURE (AQUA)	106
BIOLOGY (BIOL)	100
BOTANY (BOT)	101, 130, 160, 181
MICROBIOLOGY (MICRO)	130
SCIENCE (SCI)	121, 123, 124
ZOOLOGY (ZOO)	101, 106, 107, 200
INTERDISCIPLINARY STUDIES (IS)	261
Physical Science	
ASTRONOMY (ASTR)	110
CHEMISTRY (CHEM)	100, 100L, 151, 151L, 161, 161L, 162, 162L
GEOGRAPHY (GEOG)	101, 101L
GEOLOGY/GEOPHYSICS (GG)	101, 102, 200, 210, 211, 212, 213, 214
INTERDISCIPLINARY STUDIES (IS)	261
OCEANOGRAPHY (OCEAN)	201, 202, 209
PHYSICS (PHYS)	151, 151L, 152, 152L
SCIENCE (SCI)	122

QUANTITATIVE REASONING REQUIREMENT

3 credits chosen from this list:

MATHEMATICS (MATH)	100, 111, 135, 140, 205, 206, 231
PHILOSOPHY (PHIL)	210
(An introductory course in statistics or a quantitative reasoning computer science course may be substituted for the courses listed above.)	

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

Certificate Programs

The College offers certificate-level programs which are designed to prepare students for entry level employment or upgrading of work skills in several vocational fields. These include Agriculture, Automotive Mechanics, Office Administration and Technology, Accounting and Finance.

Two types of certificates are awarded: a Certificate



PROFILE: ANNE LANDGRAF
Author-photographer

At an age when many people are still exploring careers, Anne Landgraf, 24, has already found hers. Thanks to two independent study projects at WCC, Landgraf has begun establishing herself as a skilled documentary photographer, specializing in native Hawaiian subjects.

She has published one book, a collection of oral histories with photographs of kupuna, or elders, of Windward, Oahu. That work grew out of a project she did for a journalism class at WCC.

Now, she is working on a book of place names of Ko'olau Poko, the area between Kualoa to Makapuu. She began her research under Dr. Rubellite Johnson at UH-Manoa, gathering legends, archaeological background, and other vital information. Her plan is to supplement the written details with pictures of each area.

She also is working on pictures for a third book on contemporary Hawaiians, in collaboration with a professional freelance writer.

"The book will profile people who are trying to begin a renaissance in Hawaiian culture—in music, dance, farming, religion, surfing, and other areas," she explains.

Through her work, Landgraf hopes to build awareness for the native Hawaiian values she grew up with, including respect for the land and traditions. Her mother, Myrna, is a resource teacher for the Department of Education's kupuna program and a WCC alumni herself—a member of the college's first graduating class of 1974.

Anne's Windward connection dates back to when she was still in grade school and used to visit the campus ceramics lab with her mother. She says she chose WCC because she wanted a smaller, more personal college and because her mom recommended it so highly.

"I'd advise anyone to come to Windward," Landgraf says emphatically. "I've had a chance to do independent study projects that might not have been possible at a larger school."

"At Windward, there's an openness to the classes and a feeling that the teachers take a personal interest in your work."

With her bachelor's in anthropology which she earned from UH-Manoa this year, Landgraf hopes to pursue her interests in photography and archaeology. But wherever her career takes her, she says, "I'll always be glad I chose Windward first."

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 the College. Under certain circumstances, this requirement may be waived upon request made to the Dean of Student Services.

Associate in Science Degree

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

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 courses including Math.
4. At least 12 credits (the last 12 taken in the area of specialization) must be completed at the College. Under certain circumstances, this requirement may be waived upon request made to the Dean of Student Services.
5. The minimum grade point average must be 2.0.

Agricultural Technology Program

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

Certificate of Completion—Agricultural Technology (15 credits)

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

Elective Credits

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

AG 93V	Cooperative Education	1-4
AG 40	Plant Identification	3
AG 22	Soils Technology	3
AG 45	Irrigation Principles & Design	3
AG 47	Orchid Culture	3
AG 57	Business Management	3
AG 100	Agriculture Orientation: Careers	1
MGT 120	Principles of Management	3
ACC 24B/C	Principles of Accounting I	4
ACC 35	General Excise Tax	1
ENG 55	Business Communications	3
BUS 25	Starting a Business	3
BMACH 20	Electronic Calculators and Business Applications	3

Automotive Mechanics Program (AMT)

The program is designed to develop skills at two levels of proficiency and enable students to enter the automotive repair field. The student who qualifies to receive a Certificate of Completion has the necessary skills to seek jobs as an automotive mechanic helper



or service station attendant. The Certificate of Achievement will enable the student to seek a job as an apprentice mechanic. The rapid advancement of technological knowledge has made it necessary for the person entering this field to have a thorough foundation in the mechanical and technical aspects of the trade. A person with interest and aptitude in this field who is properly trained should find ready employment. Cost of required tools and textbooks is approximately \$450.

NOTE: The AMT program is in the process of being revised. Please see an AMT instructor or your counselor for up-to-date program requirements.

Certificate of Completion—Automotive Mechanics (12 credits)

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

Certificate of Achievement—Automotive Mechanics (36 credits)

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

Business Programs

Accounting

The Accounting program is designed to give the students the option of pursuing a Certificate of Achievement (32 crs.) or the Associate in Science Degree (61 crs.) in Accounting. The Certificate of Achievement—Accounting incorporates the requirements for the Certificate of Completion—OAT plus 16 additional required credits. Upon completion, students will have attained the skills for entry-level clerical positions such as payroll clerks, receivable/payable clerks, and accounting clerks.

The Associate in Science Degree includes the fulfillment of the requirements for the Certificate of Achievement plus 17 credits from the Area of Specialization and 12 credits in General Education. Upon completion, students will have attained the skills for higher entry-level positions such as bookkeepers and semi-professional accountants.

The following are the requirements and exit points for the Certificate and Degree programs in a recommended course sequence. See Program Advisor for more information.

	Course	Total Credits
First Semester		
ACC 24B	Principles of Accounting I, Part 1	2
ACC 24C	Principles of Accounting I, Part 2	2
OAT 23	Intermediate Typewriting	4
BMACH 20	Electronic Calculators and Bus. Applications	3
OAT 50	Clerical Office Procedures	3
BUS 70	Human Relations in Business	3
		17
Second Semester		
ENG 55	Business Communications	3
ACC 25*	Principles of Accounting II	3
ACC 26*	Principles of Accounting III	3
ACC 32	Payroll Accounting	2
ACC 35	General Excise Tax	1
LAW 30	Principles of Business Law	3
		15
	Program exit point for Certificate of Achievement	32
*ACC 201 and 202 may be substituted for ACC 25 and 26.		
Third Semester		
	Business Electives**	3
	Economics Cluster (select one)	3
ECON 101	Consumer Economics	
ECON 120	Introduction to Economics	
ECON 131	Principles of Macroeconomics	
	General Education Requirement***	6
BUS 25	Starting a Business	
	OR	
BUS 120	Principles of Business	3
		15



Fourth Semester

	Business Electives**	8
	General Education Requirements***	6
		14
	Program exit point for Associate Degree—Accounting	61
**Business Electives		
ACC 34B	Income Tax Preparation	2
ACC 34C	Income Tax Prep. for a Small Business	1
ACC 93V	Cooperative Education	1-4
BUS 44	Survey of Investments	3
BUS 50	Principles of Insurance	3
COMUN 145	Interpersonal Communication	
	OR	
SP 151	Personal and Public Speech	3
DP 115	Microcomputer Applications	3
ICS 100	Computing Literacy and Applications	3
ICS 130	Elementary BASIC	4
MGT 18	Introduction to Supervision	3
MGT 120	Principles of Management	3
OAT 43	Professional Development	3
***General Education Requirements		
	Humanities	3
	Social Sciences	3
	Math 100 or higher/Logic	3
	Natural Sciences	3

***See pp 18 & 19 for course listings.

Finance

The Finance Program is designed for individuals currently employed in financial institutions as well as for students desiring entry-level positions in banks, savings and loan associations, credit unions, or any other financial institution.

The Certificate of Completion—Finance (16 credits) provides students with basic knowledge of the financial industry, communications, and an introduction to accounting.

The Certificate of Achievement—Finance offers preparation for upward mobility in the areas of supervising, management, information science, business law, and business communications. Fulfillment of the Certificate of Completion—Finance and an additional 15 required credits are necessary for this certificate.

The Associate of Science Degree—Finance allows students to specialize in various areas of study related to the financial industry. The Associate in Science Degree—Finance is earned upon fulfillment of the Certificate of Completion (16 credits) and Achievement (additional 15 credits) in Finance as well as 17-18 credits in area of specialization and 12-13 credits of General Education courses.

Students without clerical skills such as typing and ten-key are encouraged to complete OAT 21: Begin-

ning Typewriting and BMACH 20: Electronic Calculators and Business Applications before starting the Finance Program.

The following are the requirements and exit points for the various Certificate and Degree programs in recommended course sequence. See program advisor for more information.

		Course Credits	Total Credits
First Semester			
FIN 120	Survey of Financial Institutions	3	
BUS 120	Principles of Business	3	
ACC 24B*	Principles of Accounting I, Part I	2	
ACC 24C*	Principles of Accounting I, Part II	2	
Communication Cluster (select one)		3	
SP 151	Personal and Public Speech		
COMUN 145	Interpersonal Communications		
BUS 70	Human Relations in Business		
Elective (Group I)**		3	16
Program exit point for Certificate of Completion			16

*ACC 201 and 201L may be substituted for ACC 24B and ACC 24C.

Second Semester			
ENG 55	Business Communications	3	
FIN 121	Principles of Finance	3	
LAW 30	Principles of Business Law	3	
MGT 18	Introduction to Supervision	3	
Elective (Group II)**		3	15
Program exit point for Certificate of Achievement			31

Third Semester			
Computer Science Cluster (select one)		3	
ICS 100	Computing Literacy and Applications		
DP 115	Microcomputer Applications		
ICS 160	Elementary BASIC		
Electives (Group III)**		6	
General Education Requirements***		6	15
			15

Fourth Semester			
Economic Cluster (select one)		3	
ECON 101	Consumer Economics		
ECON 120	Introduction to Economics		
ECON 131	Principles of Macroeconomics		
Electives (Group III)**		5-6	
General Education Requirements***		6	14-15
Program exit point for Associate in Science Degree			60-61

**Electives

Courses and Credits		Grp I	Grp II	Grp III
BUS 44	Survey of Investments (3)		X	X
BUS 50	Principles of Insurance (3)	X	X	X
ECON 101	Consumer Economics (3)	X	X	
ECON 120	Introduction to Economics (3)	X	X	
FIN 193V	Cooperative Education (1-4)			X
ICS 100	Computing Literacy and Applications (3)	X	X	
DP 115	Microcomputer Applications (3)	X	X	
ICS 130	Elementary BASIC (3)		X	
MGT 120	Principles of Management (3)			X
OAT 50	Clerical Office Procedures (3)	X	X	X
OAT 43	Professional Development (3)			X
RE 100	Principles of Real Estate (3)			X
***General Education			3	
Humanities			3	
Social Science			3	
MATH 100 or higher/PHIL 210			3	
Natural Science			3	
			12	

***See pp 18 & 19 for course listings.

Office Administration and Technology (OAT)

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

The Certificate of Completion-Typist program prepares students for employment as copy typists or clerical assistants. In order for this certificate to be completed in one semester, students must have completed OAT 21 or equivalent before starting the program.

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

The Certificate of Achievement-Stenography requires two to three semesters of work and builds on the Certificate of Completion-Clerical Typing Program. Recipients of this Certificate may obtain work as clerk-stenographers, stenographers, and secretarial assistants.

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

Certificate of Completion—Typist (13 credits)

		Course Credits	Total Credits
BMACH 20	Electronic Calculators & Business Applications	3	
COMUN 145*	Interpersonal Communication	3	
OAT 50	Clerical Office Procedures	3	
OAT 23	Intermediate Typewriting	4	

13

Certificate of Completion—Clerical Typing (16 credits)			
		Course Credits	Total Credits
BMACH 20	Electronic Calculators & Business Applications	3	
COMUN 145*	Interpersonal Communication	3	
OAT 50	Clerical Office Procedures	3	
OAT 23	Intermediate Typewriting	4	13
ENG 55	Business Communications	3	
		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 24B	Principles of Accounting I, Part 1	2	
OAT 60B	Beginning Symbolic Shorthand I	2	
OAT 60C	Beginning Symbolic Shorthand II	2	
OAT 62	Intermediate Symbolic Shorthand	3	
OAT 80	Machine Transcription	3	
OAT 30	Information Processing	3	15
		31	

Associate in Science Degree—Office Administration and Technology (60 credits)

		Course Credits	Total Credits
Certificate of Achievement—Stenography			31
plus AREA OF SPECIALIZATION			
<i>Required Courses:</i>			
ACC 24C	Principles of Accounting I, Part 2	2	
OAT 52	Administrative Office Procedures	3	
MGT 18	Introduction to Supervision	3	
OAT 31	Information Processing Application	3	
BUS 120	Principles of Business	3	14
		45	

Electives (select 3 or 4 credits):

BUS 70	Human Relations in Business	3	
HLTH 21	Medical Terminology	1	
ICS 100	Computer and Its Role in Society	3	
LAW 30	Principles of Business Law	3	
MGT 120	Principles of Management	3	
OFPRO 42	Personal Development	3	
OFPRO 93V	Cooperative Education	1-4	
SHTHD 40	Advanced Shorthand	3	
WPRO 52	Word Processing Applications	3	3

plus GENERAL EDUCATION (12 credits):

Humanities	3	
Social Sciences	3	
MATH/Logic	3	
Natural Sciences	3	12
		60

Military Science Courses

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

Independent Studies

This program offers students the opportunity to participate in the creation of academic learning experiences designed to meet individual needs, interests, aptitudes and desired outcomes. It is intended to serve the student, who after completing the requirements of 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.

A student at the College, under faculty supervision, may design an independent study project at any of three levels—Vocational (099) or Academic (199)/(299). An independent study project could take the form of directed reading, research, or field work experience. Students are encouraged to develop original projects and the project must be appropriate to the student's program of study, related to the existing college curriculum, and in the area of the supervising instructor and/or co-advisor's expertise.

Independent study projects are undertaken with at least one student-selected faculty advisor. The advisor must be a member of the College faculty and participation by this faculty member is voluntary. The advisor serves as a facilitator of learning, guiding the student in establishing and achieving the goals of the independent project. An advisor may recommend particular preparation before a student undertakes a project.

A student must be officially enrolled in at least one other course in the college during the semester in which independent study is requested. No more than 12 credits in any combination of independent study or cooperative education can be applied to meet the Associate Degree requirements. Procedural details may be obtained through an instructor or the Dean of Instruction's Office. The deadline for registration in an independent study course is the end of the Add Period for the second 8 week session.

Cooperative Education

This program offers students opportunities to participate in career related experiences designed to reinforce skills learned in different areas and to apply

these skills in actual job situations. Cooperative Education experiences are offered in the following areas: Accounting, Agriculture, Finance, Humanities, Office Administration and Technology, and Social Sciences. See each subject area and/or the department for eligibility requirements, prerequisites and information on procedures for setting up such a course.

Marine Option Program (MOP)

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 ZOOL 200 and other approved marine-related courses to earn a total of nine credits in this field of study. In addition, students must demonstrate possession or acquisition of an approved marine skill involving hands-on practical training in a marine-related activity. The acquisition of a marine skill may be incorporated into an independent study program designed to fit a student's individual academic program.

For information about the program contact the Coordinator, Marine Option Program at Windward Community College. Call 235-7316.

Windward Transition Program (WiT)

The Windward Transition Program recognizes the special needs of individuals who have fulfilled the traditional homemaking role within the family and who must now become financially self-sufficient or wish to enter college or find a rewarding career. The program is designed to help students assess their personal strengths, examine career/major interests and plan successful entry into school or the world of work. The program provides academic/career counseling and a personal support system to help students achieve their personal and career goals.

Day students are required to enroll in three courses given as a nine credit package in one semester: HPER 158, IS 111 and IS 112.

Evening students are required to enroll in two courses given as a four credit package in one semester: IS 104 and IS 111.

Course content for each is explained in the Course Description Section of this catalog.

For further information about the program contact the Coordinator for the Windward Transition Program. Call 235-7423 Monday-Friday from 1:00-4:00 p.m.



PROFILE: GARY VOITOVITCH

Senior technician, Department of Land and Natural Resources, Fisheries Research Center

Gary Voitovitch is doing what he always wanted to do, and he credits Windward Community College with that.

"I always loved the water and knew early on I wanted a career in fishery," he explains. "But I had heard less than 10 percent of zoology majors actually ended up with careers in that field."

Voitovitch considers himself lucky that he isn't a part of that statistic. Instead, he has carved out a career in aquaculture and has done extensive work in both the public and private sectors. He was one of the first in Hawaii to construct large-scale artificial reefs, and is currently working on a feasibility study for cultivating ogo, a local seaweed, at the state's fisheries research center.

Voitovitch says his years at WCC, from 1973 to 1975, were critical in preparing him for his career.

"I would not have this position if it hadn't been for the experiences I had as a student at Windward," he maintains. "I was one of the first graduates of the Marine Option Program and a lab assistant on campus. Through the program, I worked at Coconut Island, the Oceanic Institute and Sea Life Park, and other places which put me in touch with people in the field. The coursework and training I got at WCC were invaluable."

Voitovitch says he would recommend WCC to anyone as a place to begin.

"A friend of mine had attended Windward and told me he liked it. The location, the cost, the programs—everything seemed right," he explains.

"Once I got there, I found the teachers were so willing to help—not like at some larger schools. They made learning practical and one-on-one, and the adjustment to college just seemed a lot more manageable. I'll always be grateful for the years I spent there and the people I met."



EXCELLENCE IN TEACHING WCC 1989 WINNER: NORMA HIGA

Norma Higa's students describe her as "an excellent communicator, inspiring, positive, caring, intelligent, honest and insightful. She makes (economics) not so intimidating and brings it down to your level."

High praise, indeed, for any teacher. But then Higa isn't just any instructor. She is Windward Community College's 1989 Excellence in Teaching winner.

In addition to her classes in economics, she also coordinates the Windward Transition Program at WCC, a 16-week series that helps people of all ages make changes in their lives.

Change, Higa feels, can create opportunities for growth.

"But we have to recognize that the road to self-development lies within ourselves. If you take responsibility for some of the things in life, then you are not a victim," she explains.

Higa, who has taught at WCC since it first opened in 1972, says her own classroom style has changed over the years.

"I'm still concerned with maintaining high standards and being fair," she emphasizes. "But I've come to realize that teaching is not a lock-step method. "People learn in different ways and insights come at different times.

"I've also tried to make the students better participants in their own learning, so they take responsibility, too."

She says the award has made her reflect on what it means to be a teacher.

"Teachers are nurturers and givers, but in order to give, you have to be able to receive. It's a two-way street. In order for us to grow as people, there has to be a balance between the two. That is a lesson I needed to learn."

One view which hasn't changed is Higa's opinion of WCC and the supportive atmosphere the college maintains.

"We're still small enough that we feel like family," she says, smiling. "It's as caring a group of people as you'll find anywhere."

When Higa isn't in the classroom, she says she's either at workshops like the one she attended recently on writing across the curriculum or balancing her life with hobbies.

"I love gourmet cooking, gardening and antique collecting," she says. "They give me the feeling of wholeness that I tell my students is important.

"The other thing I tell them is that we create our own personal maps and landmarks. Only we can decide how to measure ourselves. Success is self-confidence and commitment . . . but a dream is not enough. You also have to have a plan."

Course Descriptions

(Alphabetical Listing)

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

Credit

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

Course Numbering

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

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

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

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

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

Courses ending in –99 are independent study courses such as directed reading, research or field work experience.

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

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

The suffix “WI”, when used, designates Writing Intensive course. Used in class schedule.



ACCOUNTING (ACC)

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

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

Recommended Preparation: Ten-key and keyboarding skills.

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

Introduction to the basic structure of accounting; debiting and crediting; types of accounts and business transactions for an accrual basis merchandising organization for manual and computerized accounting systems. (2 hrs. lect.)

Prerequisite: ACC 24B.

ACC 25 Principles of Accounting II (3)

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

Prerequisite: ACC 24B and ACC 24C.

ACC 26 Principles of Accounting III (3)

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

Prerequisite: ACC 25.

ACC 32 Payroll Accounting (2)

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

Prerequisite: ACC 24, ACC 201, or equivalent or consent of instructor.

ACC 34B Income Tax Preparation (2)

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

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

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

Prerequisite: ACC 34B.

ACC 35 General Excise Tax (1)

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

Prerequisite: ACC 24 or equivalent or consent of instructor.

ACC 93V Cooperative Education (1-4)

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

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

ACC 201 Elementary Accounting I (3)

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

ACC 201L Elementary Accounting I Laboratory (1)

An optional laboratory course designed to reinforce concepts learned in ACC 201. Concurrent registration in ACC 201 required. Sophomore standing recommended. (Offered fall semester only.) (3 hrs. lab.)

ACC 202 Elementary Accounting II (3)

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

Prerequisite: ACC 201.

ACC 202L Elementary Accounting II Laboratory (1)

An optional laboratory course designed to reinforce concepts learned in ACC 202. Concurrent registration in ACC 202 required. Sophomore standing recommended. (Offered spring semester only.) (3 hrs. lab.)

AGRICULTURE (AG)

AG 17 Home Gardening (3)

Basic principles of small scale horticulture. Provides practical experience in growing plants for the home garden. (3 hrs. lect.)

AG 22 Soils Technology (3)

Identification, preparation and fertilization of soils, amendments and potting media; methods of sterilization, mulching and composting, and soil testing. Lecture/laboratory/field trip course. (2 hrs. lect.; 3 hrs. lab.)

AG 40 Plant Identification (3)

Identification of horticultural plants (fruit trees, vegetable crops and ornamentals) grown in Hawaii; their uses and cultural requirements. Lecture/laboratory/field trip course. (2 hrs. lect.; 3 hrs. lab.)

AG 41 Plant Disease and Pest Control (3)

Identification of plant diseases, pests, weeds and disease-causing organisms. Includes principles of pest control and the safe use of pesticides. (2 hrs. lect.; 3 hrs. lab.)

AG 42 Pesticide Safety (1)

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

AG 43 Plant Growth and Culture (4)

Introduction to the fundamentals of plant growth, development and culture. Applications in horticulture. Lecture/laboratory course. (3 hrs. lect.; 3 hrs. lab.)

AG 45 Irrigation Principles and Design (3)

Fundamentals of irrigation principles, plant, soil, water relationships, soil moisture sensing devices, delivery systems, set-up of drip, sprinkler, and surface irrigation systems. Use of chemigation. (2 hrs. lect.; 2 hrs. lab.)

AG 47 Orchid Culture (3)

An extensive study of orchid identification, breeding, growth, and culture. (3 hrs. lecture—field trips)

AG 49 Plant Propagation (3)

Introduction to the principles and practices of propagation of fruit, vegetable and ornamental crops by seed, cuttings, grafting, budding, layering and division. Lecture/laboratory/field trip course. (2 hrs. lect.; 3 hrs. lab.)

AG 57 Agricultural Business Management (3)

Introduces agricultural management practices, including decision-making, planning, record-keeping, cash flow, loans, and economics, use of computers in budgeting and marketing of agricultural commodities. (3 hrs. lecture)

AG 93V Cooperative Education (1-4)

This course provides college credit for compensated work experience to reinforce knowledge and skills learned in coursework for the Agricultural Technology Program. Related instruction may be provided as

appropriate. Seventy-five hours of work per semester is required for each credit earned. One to four credits may be earned during one or more semesters.

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

AG 100 Agriculture Orientation: Careers (1)

Familiarizes students with different agricultural operations in Hawaii through lectures, guest speakers and fieldtrips. (1 hr. lect.)

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

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

ANTH 200 Cultural Anthropology (3)

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

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

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

ART (ART)

Note to Students: Some art courses are offered sequentially. However, not all courses are offered each semester.

ART 101 Introduction to the Visual Arts (3)

Focuses on the question of "What is the nature of visual art?" and the forms and conditions under which art is expressed. Projects will be required. (3 hrs. lect.)

ART 105 Elementary Studio: Ceramics (3)

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

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

Studio experience mainly for non-majors. Introduction to the potter's wheel. Emphasis on techniques of forming basic wheel-thrown shapes on the electric or

kick wheel. Emphasis also on decorating, glazing, and firing of ceramic pieces. (2 hrs. lect.; 4 hrs. studio)

ART 107 Elementary Studio: Photography (3)

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

Student must have camera with adjustable shutter speeds and aperture settings.

ART 108 Elementary Studio: Drawing and Painting (3)

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

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

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

ART 113 Foundation Studio: Drawing (3)

Introduces various drawing techniques and materials focusing on line drawing, shaded drawing, and the use of perspective. The student's understanding of art is expanded through the study of the works of old and modern masters. The instructor works individually with each student during studio time. (2 hrs. lect.; 4 hrs. studio)

Prerequisite: Credit or concurrent registration in ART 101.

ART 114 Foundation Studio: Color (3)

Introduces how to use colors creatively in order to achieve a particular effect or mood. The properties of colors are studied and the three basic approaches to painting are explained: opaque application, transparent layer on layer (printing, glazing, water-color), and optical mixtures (pointillism). The proper use of pigments, binders, and diluents is also discussed. (Offered once every 3 semesters) (2 hrs. lect.; 4 hrs. studio)

Prerequisite: Credit or concurrent registration in ART 101.

ART 115 Foundation Studio: Design (3)

Introductory course in two-dimensional design, its relationship to the objects we create, and their effect on our environment. The basic design principles of proportion, harmony, and balance are presented and the student develops creative solutions to design problems. (Offered once every 3 semesters) (2 hrs. lect.; 4 hrs. studio)

Prerequisite: Credit or concurrent registration in ART 101.

ART 116 Foundation Studio: Three-Dimensional Design (3)

Focuses on building three-dimensional structures and basic sculptural forms using various approaches and materials, as well as the designing of creative environments. The student's awareness of the natural order and the aesthetic aspect of design is broadened and the student learns the use of texture, volume, color, temperature, proportion, space, time and movement in a three-dimensional form. (Offered once every 3 semesters) (2 hrs. lect.; 4 hrs. studio)

Prerequisite: Credit or concurrent registration in ART 101.

ART 207 Introduction to the Techniques and Esthetics of Photography (3)

Basic techniques and esthetics of black and white photography; the camera as a tool for communication and self expression. Student must have a camera with adjustable shutter speeds and aperture settings. (2 hrs. lect.; 4 hrs. studio)

Prerequisite: ART 101, 107, 113, 114, 115, or consent of instructor.

ART 213 Intermediate Drawing (3)

Development of the ideas introduced in ART 113; drawing concepts unique to this century, and an introduction to figure drawing. (Not offered every semester) (2 hrs. lect.; 4 hrs. studio.)

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

ART 223 Introduction to Painting (3)

Introduction to oil painting. Basic technical information and approaches to painting. (Not offered every semester) (2 hrs. lect.; 4 hrs. studio.)

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

ART 243 Ceramics Studio: HandBuilding (3)

Development of handbuilding techniques, sculptural and vessel concepts, and surface treatment and glazing. Repeatable once. (2 hrs. lect.; 4 hrs. studio)

Prerequisite: ART 101, 105, 116, or consent of instructor.

ART 244 Ceramics Studio: Wheelthrowing (3)

Development of wheelthrowing techniques, vessel and structural concepts, and surface treatment and glazing. Repeatable once. (2 hrs. lect.; 4 hrs. studio)

Prerequisite: ART 101, 105B, 116 or consent of instructor.

ART 270 Aspects of European and American Art (3)

Major developments in the arts of Europe and America. (3 hrs. lect.)

Prerequisite: ART 101 or consent of instructor.

ART 280 Aspects of Asian Art (3)
Major developments in the Arts of Asia. (3 hrs. lect.)
Prerequisite: ART 101 or consent of instructor.

ASTRONOMY (ASTRO)

ASTRO 110 Introduction to Astronomy (3)
Introduction to the astronomical universe for non science students. (3 hrs. lect.)

AUTOMOTIVE MECHANICS TECHNOLOGY (AMT)

Note: The AMT program is in the process of being revised. Please see an AMT instructor or your counselor for up-to-date program requirements.

AMT 20 Introduction to Automotive Mechanics (3)

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

AMT 30 Engines (6)

This course will provide the student with the knowledge and skills to understand the fundamentals of piston engine operation and to service the various components of the piston engine. (10 hrs. lect.; 10 hrs. lab. 8 week term)
Prerequisite: AMT 20 or consent of instructor.

AMT 40B Fuel Systems (3)

This course will provide the student with the knowledge and skills to perform component replacement, trouble diagnosis, and repair to the automotive fuel system. (5 hrs. lect.; 5 hrs. lab. 8 week term)
Prerequisite: AMT 20 or consent of instructor.

AMT 40C Electrical Systems (3)

This course will cover electrical fundamentals, starting, charging, and accessory systems. (5 hrs. lect.; 5 hrs. lab. 8 week term)
Prerequisite: AMT 20 or consent of instructor.

AMT 40E Ignition System (3)

To provide the student with the knowledge and skills to perform component replacement, trouble diagnosis, and repair to the automotive ignition system. (5 hrs. lect.; 5 hrs. lab. 8 week term)
Prerequisite: AMT 20 or consent of instructor.



PROFILE: SNOOKIE MELLO
*President, Board of Directors
Kahaluu KEY Project*

Some people talk about community commitment. WCC graduate Snookie Mello lives it—in her job, in her volunteerism, in just about every aspect of her life.

Mello, 34, is president of the board of directors for the Kahaluu KEY Project which provides programs for disadvantaged youths and the elderly. She is also volunteer coordinator for the Windward Special Olympics, a founding member of the Kahaluu Neighborhood Board and a member of the Kahaluu Coalition.

Mello feels strongly about helping young people maintain a sense of community. "I think we're in danger of losing our roots," she says. "It's not that we want to block progress, but we need to find ways to keep a community intact. Kids need to learn how to analyze problems and think ahead to how we can plan for the future."

Community impact is something Mello deals with every day in her job as a field and laboratory expert for AECOS, an environmental consulting firm. There, she helps test for environmental contaminants, prepares assessments and gathers data for reports on issues that affect communities.

As for WCC, it's almost as if she never left. Although she graduated in 1975, she still returns to campus to take classes and visit instructors.

"I've always thought Windward was pretty neat," she says. "The mixture of older students made for interesting classes. And the teachers were real helpful. They did a lot of interacting."

Mello earned her bachelor's of liberal studies from UH-Manoa in 1985 with a program she designed herself on land use tenure and ethnicity. In between, she has worked at the Legislature, Con-Con and the Department of Land and Natural Resources.

Eventually, Mello thinks she may want to take more courses to become a science teacher.

"I think that's something I could get excited about. Somehow, we need to reach kids early, so we can build awareness."

AMT 53 Brakes (3)

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

Prerequisite: AMT 20 or consent of instructor.

AMT 55 Suspension and Steering (3)

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

AMT 60 Automotive Diagnosis and Repair (6)

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

AMT 60D Powertrain and Manual Transmissions (3)

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

Prerequisite: AMT 20 or consent of instructor.

AMT 60E Automatic Transmissions (3)

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

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

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

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

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

Suggested Preparation: High school biology.

BOT 105 Ethnobotany (3)

Hawaiian plants, native and early-introduced, and their role in Hawaiian culture, particularly during Pre-Cook period. Lecture/field trip course. Meets

Social Science area requirement. (Offered occasionally.) (3 hrs. lect.)

BOT 130 Plants in the Hawaiian Environment (4)

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

BOT 160 Identification of Tropical Plants (3)

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

BOT 181 Plant Sea Life (4)

Survey of marine plants. Major macroalgal groups, phytoplankton, and marine flowering plants. General structure, life-histories, ecology, distribution, interaction with certain animal groups; mariculture, industrial, and food uses. Lecture/laboratory/field trip course. (Offered occasionally.) (3 hrs. lect.; 3 hrs. lab.)

Suggested Preparation: Ability to swim.

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

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

Prerequisite: Consent of instructor.

BUS 44 Survey of Investments (3)

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

BUS 50 Principles of Insurance (3)

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

BUS 55 Computational Problems in Business (3)

This course develops math skills in problem-solving in accounting, banking/finance, insurance, retailing, and related business fields. It may also be a practical

refresher course for those currently employed in business. (3 hrs. lect.)

Prerequisite: MATH 1 or equivalent. See program advisor.

BUS 70 Human Relations in Business (3)

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

BUS 120 Principles of Business (3)

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

BUSINESS MACHINES (BMACH)

BMACH 20 Electronic Calculators and Business Applications (3)

Covers ten-key by touch, reviews business math, and develops proficiency in use of special features such as memory in solving business application problems. Requires minimum of 70 ndpm upon completion. (3 hrs. lect.)

Prerequisite: Math 1 or equivalent.

CHEMISTRY (CHEM)

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

CHEM 100 Chemistry and Man (3)

Elementary introduction to chemistry. Basic concepts and their relationship to the modern world. Not open to those with previous college chemistry. Not recommended for students who have completed a high school chemistry course in the past two years with a grade of C or better. (3 hrs. lect.)

CHEM 100L Chemistry and Man Laboratory (1)

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

Prerequisite: Credit or registration in CHEM 100.

CHEM 151 Elementary Survey of Chemistry (3)

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

Prerequisite: Credit in MATH 24 or equivalent or consent of instructor.

Recommended: Math 25 or equivalent.

CHEM 151L Elementary Survey of Chemistry Laboratory (1)

Experiments introducing laboratory techniques and illustrating chemical principles; supplemented by films, demonstrations, and problem sessions. (3 hrs. lab.)

Prerequisite: Credit or registration in CHEM 151.

CHEM 161 General Chemistry I (3)

Basic principles of chemistry. Introduction to concepts including chemical calculations, electronic structure, chemical bonding, solutions. Recommended concurrent registration in CHEM 161L. (Offered fall semester only.) (3 hrs. lect.)

Prerequisite: Two years of high school algebra, plane geometry, high school chemistry, or CHEM 151. Students will not receive credit for both CHEM 151 and 161.

CHEM 161L General Chemistry Laboratory I (1)

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

Prerequisite: Credit or registration in CHEM 161.

CHEM 162 General Chemistry II (3)

Basic principles of chemistry. Introduction to concepts including thermochemistry, kinetics, equilibrium. Recommended concurrent registration in CHEM 162L. (Offered spring semester only.) (3 hrs. lect.)

Prerequisite: Credit in CHEM 161

CHEM 162L General Chemistry Laboratory II (1)

Laboratory experiments illustrating fundamental principles of chemistry. (3 hrs. lab.) (Offered spring semester only.)

Prerequisite: Credit or registration in CHEM 162.

COMMUNICATION (COMUN)

COMUN 145 Interpersonal Communication (3)

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

DATA PROCESSING (DP)

Note: Other computer courses are listed under ICS section.

DP 113 Database Fundamentals (3)

This course examines file organization and the use of computer databases. It also examines the handling of information through its organization, management and control. A substantial part of the course devel-

ops on understanding of the data processing building blocks: files, records and fields. Techniques to report and maintain data are also covered. (2 hrs. lect.; 3 hrs. lab)

Prerequisite: Keyboarding/Typing skills recommended.

DP 115 Microcomputer Applications (3)
(Formerly: ICS 110)

This course examines the utilization of major application packages as tools in business problem-solving. The following applications will be covered: a microcomputer operating system, word processing, spreadsheets, graphics, and database management systems. (2 hrs. lect.; 3 hrs. lab)

Prerequisite: ENG 22 or placement in ENG 100; Math 25 or equivalent; Keyboarding/Typing skills, or consent of instructor.

DP 120 Spreadsheet Fundamentals (3)

This course introduces the student to the disk operating system (DOS). Students will design and develop spreadsheets and templates for problem-solving. Formulas, functions, graphs and printer options will be emphasized.

Prerequisite: Math 25 or equivalent or consent of instructor.

DRAMA (DRAMA)

DRAMA 101 Introduction to Drama and Theatre (3)

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

DRAMA 221 Acting I (3)

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

DRAMA 222 Acting II (3)

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

Suggested preparation: 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. (3 hrs. lect.)

ECONOMICS (ECON)

ECON 101 Consumer Economics (3)

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

ECON 120 Introduction to Economics (3)

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

ECON 130 Principles of Economics (Microeconomics) (3)
(Formerly: ECON 151)

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

Recommended that students also take ECON 131 but not necessarily the same semester.

ECON 131 Principles of Economics (Macroeconomics) (3)
(Formerly: ECON 150)

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

Recommended that students also take ECON 130 but not necessarily the same semester.

Prerequisite: ECON 120 or 130 or consent of instructor.

Note to students: At the University of Hawaii, Manoa campus, generally no more than 6 credits for ECON 120, 130, and 131 will be accepted. Students planning to attend the College of Business Administration at UHM should not enroll in ECON 120.

ENGLISH (ENG)

Note: See Journalism for additional writing courses.

ENG 1 Reading I (3)

Provides individualized instruction in phonics, word attack skills, vocabulary, spelling, reading comprehension, and basic writing. (5 hrs. lect./lab.)

Prerequisite: Nelson-Denny Reading Test score of 46 or lower or recommendation of instructor.

ENG 9 Basic Reading Skills (3)

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

Prerequisite: ENG 1 or score of 47 to 58 on the Nelson-Denny Reading Test.

ENG 10 Basic Writing Skills (3)

A basic writing course. Concurrent registration in ENG 9 required. Emphasis is placed on basic grammar, English sentence structure, and English sentence patterns. Course requires three hours of lab work per week in addition to class time. (3 hrs. lect.)

Prerequisite: ENG 1 or score of 47 to 58 on the Nelson-Denny Reading Test.

ENG 21 Intermediate Reading (3)

Helps student improve reading ability. Emphasizes vocabulary development, improved comprehension, and a more positive attitude toward reading. Course requires three hours of lab work per week in addition to class time. Concurrent registration in English 22 is highly recommended. (3 hrs. lect.)

Prerequisite: ENG 9 or score of 59 to 75 on the Nelson-Denny Reading Test, or consent of instructor.

ENG 22 Introduction to Expository Writing (3)

A refresher course focusing on grammar, punctuation, well-formed sentences, and paragraphs. Required for Business majors before taking ENG 55, Business Communications. Concurrent registration in English 21 is highly recommended. Course requires three hours of lab work in addition to class time. (3 hrs. lect.)

Prerequisite: ENG 10 or score of 59 to 75 on the Nelson-Denny Reading Test, or consent of instructor.

ENG 55 Business Communications (3)

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

Prerequisite: C grade or better in ENG 22 or equivalent and OAT 21 or typing speed of 35 wpm.

ENG 100 Expository Writing (3)

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

Prerequisite: ENG 22 or score of 76 or above on the Nelson-Denny Reading Test.

ENG 102 College Reading Skills (3)

Emphasizes speed, vocabulary, comprehension, and critical reading. Develops skimming, scanning, and study reading techniques. (3 hrs. lect.)

Prerequisite: Score of 80 and above on the Nelson-Denny Reading Test.

ENG 180 Continuing Writer's Workshop (3)

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

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

ENG 210 The Research Paper (3)

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

Prerequisite: ENG 100 or equivalent.

ENG 211 Autobiographical Writing (3)

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

Prerequisite: ENG 100.

ENG 212 Argumentative Writing (3)

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

Prerequisite: ENG 100.

ENG 215 Language and Media (3)

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

Prerequisite: ENG 100.

ENG 250 Major Works of American Literature (3)

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

Prerequisite: ENG 100, or consent of instructor.

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

An introductory literature course including major British plays, prose, and poetry from the Anglo-Saxon period to the seventeenth century. Emphasis is on discussion of and writing about characteristics and themes of the works. (Offered alternate years preceding English 252.) (3 hrs. lect.)

Prerequisite: ENG 100, 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 on discussion of

and writing about characteristics and themes of the works. (Offered alternate years following English 251.) (3 hrs. lect.)

Prerequisite: ENG 100, or consent of instructor.

ENG 253 World Literature I (3)

An introductory literature course including major Asian and European prose and poetry from the earliest recorded literature through the Renaissance. Emphasis is on discussion of and writing about characteristics and themes of the works. (Offered alternate years preceding English 254.) (3 hrs. lect.)

Prerequisite: ENG 100, or consent of instructor.

ENG 254 World Literature II (3)

An introductory literature course including major Asian and European plays, prose, and poetry from the seventeenth century to the present. Emphasis is on discussion of and writing about characteristics and themes of the works. (Offered alternate years following English 253.) (3 hrs. lect.)

Prerequisite: ENG 100, or consent of instructor.

ENG 255 Types of Literature I: Short Stories and Novels (3)

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

Prerequisite: ENG 100, or consent of instructor.

ENG 256 Types of Literature II: Poetry and Drama (3)

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

Prerequisite: ENG 100, or consent of instructor.

ENG 257 Themes in Literature (3)

Selected topics in literature drawn from a cross section of literary types and periods. (Offered occasionally.) (3 hrs. lect.)

Prerequisite: ENG 100, or consent of instructor.

FINANCE (FIN)

FIN 93V Cooperative Education (1-4)

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

Prerequisite: Credit or concurrent registration in FIN 120, OAT 50 or consent of Instructor.

FIN 120 Survey of Financial Institutions (3)

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

FIN 121 Principles of Finance (3)

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

FRENCH (FR)

FR 101 Elementary French I (4)

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

FR 102 Elementary French II (4)

Continuation of FR 101. (5 hrs. lect./lab.)

Prerequisite: FR 101 or equivalent.

FR 201 Intermediate French I (3)

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

Prerequisite: FR 102 or equivalent.

FR 202 Intermediate French II (3)

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

Prerequisite: FR 201 or equivalent.

GEOGRAPHY (GEOG)

GEOG 101 Man's Natural Environment (3)

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

Recommended preparation: concurrent enrollment in laboratory, GEOG 101L.

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

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

Prerequisite: Credit or concurrent enrollment in GEOG 101.

GEOG 102 World Regional Geography (3)

Designed to acquaint the student with the cultural regions of today's world, with emphasis on the inter-

relationships 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. Lecture/laboratory/field trip course. (3 hrs. lect.; 3 hrs. lab.)

GG 102 General Geology and Geophysics (4)

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

GG 200 Geology of the Hawaiian Islands (3)

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

Note to Students: Any one of the following courses meets the laboratory/field trip requirement for GG 200. Each lecture and laboratory/field trip course requires a separate registration. Each course costs approximately \$150.

GG 210 Oahu Field Geology (1)

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

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

GG 211 Big Island Field Geology (1)

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

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



PROFILE: MARILYN SHUEY

*Research statistician
Commission on the Status of Women*

Seeing Marilyn Shuey in her office at the Commission on the Status of Women, it's hard to believe she was once "scared spittless" at the prospect of enrolling at Windward.

"I was from that generation of women where your choices were fairly limited," she recalls. "You could be a nurse, a teacher or a clerk in a store."

No more. Shuey's life since her days at WCC has grown with the future for women nationwide. Shuey earned her associate in political science from UH-Manoa in 1977. She earned her master's in that same field in 1985, filling the intervening years with grass roots lobbying experience at the Legislature on a host of issues important to women—from child care to pay equity to rape laws.

In 1986, Shuey took a newly created position as public affairs coordinator for Planned Parenthood in Hawaii, building a coalition of community groups on reproductive rights.

Most recently, she has joined the Commission on the Status of Women as a research statistician, preparing to help that group celebrate its 20th anniversary this year.

"The role of the commission is to be both a clearinghouse and a watchdog," Shuey explains. "We work with other women's organizations on issues vital to all of us. We're there if the doors start to close again for women."

Shuey looks back on her WCC experience as a real turning point in her life. "I enrolled the first year the college opened, never imagining where it would take me," she explains. "I thought Windward was just great. The classes had substance; they were even more demanding than most of my UH courses. They really set me up to go on. I felt I was 'on a roll.'"

"The attitude of some people used to be that community colleges weren't 'up to par,' but I never felt that way at all. If anything, I thought my WCC courses were more thorough, more demanding and that the standards were higher. The smaller classes, the age range of the students, the quality of the teachers . . . It made all the difference for me."

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, Makanalua (Kalaupapa) and Lana'i volcanoes, and an air tour of Kahoolawe volcano. Students are responsible for air and ground transportation, meals, and lodging. (Offered alternate years.)

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

GG 214 Kauai and Niihau Field Geology (1)

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

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

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

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

HAW 102 Elementary Hawaiian II (4)

Continuation of HAW 101. (5 hrs. lect./lab.)

Prerequisite: HAW 101 or equivalent.

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 numbers of students.) (5 hrs. lect./lab.)

Prerequisite: HAW 102 or equivalent.

HAW 202 Intermediate Hawaiian II (4)

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

Prerequisite: HAW 201 or equivalent.

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

Hawaiian cultural values as they were portrayed in the social, economic, political, psychological, and religious systems of ancient Hawai'i and the changes they underwent through time. (Not offered every semester) (3 hrs. lect.)

HAWNA 233 Hawaiian Culture II (3)

This course is designed to introduce the culture of Hawai'i, by emphasizing the political, social, economic, and religious aspects of the arts and culture of Hawai'i between the 1800's and today. (Not offered every semester) (3 hrs. lect.)

HEALTH (HLTH)**HLTH 21 Medical Terminology (1)**

Study of basic medical and allied health vocabulary with emphasis on word analysis, construction, definitions, pronunciation, spelling and standard abbreviations. Recommended for accounting and clerical/secretarial majors preparing to work in medical offices. (1 hr. lect.)

Prerequisite: ENG 21 or equivalent.

HEALTH, PHYSICAL EDUCATION, AND RECREATION (HPER)**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. (3 hrs. lect., 1 hr. rehearsal)

HPER 124 Dances of Hawaii I (1)

Beginning course in hula covering fundamental steps and movements of the dance without instruments. (2 hrs. lab)

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. (2 hrs. lab)

Prerequisite: HPER 124 or consent of instructor.

HPER 130 Beginning Tennis (1)

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

HPER 131 Intermediate Tennis (1)

Second-level course to improve basic strokes and learn lob, drop shot, overhead smash, and half volley. Basic strategy of singles and doubles play. (2 hrs. lab.)
Prerequisite: HPER 130 or equivalent skills.

HPER 132 Advanced Tennis (1)

Designed to perfect basic strokes, chops, volley, overhead smash, and lobs. Physical conditioning and court strategy for singles and doubles play. (2 hrs. lab.)
Prerequisite: HPER 131 or equivalent skills.

HPER 158 Fitness and Nutrition (3)

This course allows students to start each day with a full charge of positive energy, to develop a positive self-image, to condition oneself for health, to stimulate interest and desire in correct nutrition, and to continue basic exercise throughout life as part of one's daily routine. (3 hrs. lect.)
Prerequisite: Consent of instructor and concurrent registration in IS 111, IS 112, and medical clearance.

HISTORY (HIST)**HIST 151 World Civilization I (3)**

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

HIST 152 World Civilization II (3)

A survey course focusing on the historical development of selected areas of the world from the 16th century to the present. Emphasis placed on analysis of the impact of industrialization, East-West interaction, and the rise of nationalism. (3 hrs. lect.)

HIST 224 History of Hawaii (3)

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

HIST 241 Civilizations of Asia I (3)

A survey course covering the development of the major civilizations of East Asia, South and Southeast Asia, and historical personages and events from the earliest periods to the 1500's. (Offered every fall semester) (3 hrs. lect.)

HIST 242 Civilizations of Asia II (3)

A survey course focusing on the changes/development of the major civilizations of East Asia, South and Southeast Asia from the Sixteenth Century to the present. Particular emphasis placed on an analysis of representative Asian societies, the Asian response to the West, and Asian nationalism. (Offered every spring semester) (3 hrs. lect.)

HIST 281 Introduction to American History I (3)

An introduction to American history covering significant events in U.S. history from the colonial to Civil War period. (Offered every fall semester) (3 hrs. lect.)

HIST 282 Introduction to American History II (3)

Continuation of HIST 281 focusing on significant events in American history from Reconstruction (1865) to the present (Offered every spring semester) (3 hrs. lect.)

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

A work-study course providing opportunities to reinforce skills learned in the Humanities area and to apply those skills in actual job situations. (75 hours of work experience per credit)
Prerequisite: 12-16 credits, general curricula.

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

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

INFORMATION AND COMPUTER SCIENCES (ICS)

Note: A Computer Applications Certificate of Completion is presently being developed. Please check with the ICS Coordinator for up-to-date information on course offerings. Other computer courses are listed under Data Processing section.

ICS 50 Introduction to Microcomputer Skills (2)

This is a first computer course for students with minimal computer skills. This "hands-on" course is an introduction to the use of the computer as a tool in the college setting. Students will work with word processing, spreadsheets and database software.

ICS 100 Computing Literacy and Applications (3)
(Formerly: The Computer and Its Role in Society)

This course is a non-technical introduction to computers and their use in today's society. Students will be introduced to basic computer concepts, computer terminology, computer current events and the programming process. This course includes hands-on experience with word processing, spreadsheet, and database software.

ICS 160 Elementary BASIC (4)

(Formerly: Introduction to Computer Science I)

This is a first course in programming using the BASIC programming language. It provides skills in program design using an interactive language as a problem-solving tool.

Prerequisite: Two years High School Algebra, MATH 27, or equivalent or consent of instructor.

ICS 167 Introduction to Computer Science I (4)

(Formerly: Principles of Computer Science)

This is the introductory course for students entering computer science, engineering or other fields that require a background in computer programming. Algorithm development and structured programming techniques are emphasized. The programs are implemented in a structured language. The course meets the ACM CS-I (American Computing Machinery Computer Science) course standards.

Prerequisite: MATH 27 or equivalent or consent of instructor.

INTERDISCIPLINARY STUDIES (IS)**IS 104 Examination of Career Alternatives (1)**

Preparation for effective career decisions, personal skills assessment, resume preparation and job applications, and introduction to cooperative education. Offered as part of the Windward Transition Program.

Prerequisite: Consent of instructor and concurrent registration in IS 111.

IS 105 Career Exploration and Planning (3)

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

IS 108 Values Clarification (3)

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

IS 110 The Art of Helping: Communication/Problem Solving Skills (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. (3 hrs. lect.)

IS 111 Skills in Building Self-Confidence (3)

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

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

IS 112 Preparation for and Examination of Career Alternatives (3)

A career exploration course including initial preparation for effective career decisions, personal skill identification, career profile development, resume preparation, and employment interview techniques. The target population is displaced homemakers, re-entry individuals, and other adult students seeking career direction. Offered as part of the Windward Transition Program. (3 hrs. lect.)

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

IS 113 Journal Writing Techniques (1)

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

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

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

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

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

JAPANESE (JPNSE)**JPNSE 50 Basic Spoken Japanese (3)**

Course intended for students wanting to learn conversational Japanese at a basic and workable level. Cultural information is provided as part of given language situations. (3 hrs. lect.)

JPNSE 101 Elementary Japanese I (4)

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

JPNSE 102 Elementary Japanese II (4)

Continuation of JPNSE 101. (5 hrs. lect./lab.)

Prerequisite: JPNSE 101 or knowledge of kana.

JPNSE 201 Intermediate Japanese I (4)

Continuation of JPNSE 102. Emphasis on increasing proficiency in reading, writing, and conversation. (Offered only when there are sufficient numbers of students.) (5 hrs. lect./lab.)

Prerequisite: JPNSE 102 or equivalent.

JPNSE 202 Intermediate Japanese II (4)

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

Prerequisite: JPNSE 201 or equivalent.

JOURNALISM (JOURN)

JOURN 205 Newswriting (3)

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

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

JOURN 285V Newspaper Laboratory (1-3)

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

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

LAW (LAW)

LAW 30 Principles of Business Law (3)

An introduction to the legal environment of business operations with exposure to legal concepts of contracts and agency. (3 hrs. lect.)

LEARNING SKILLS (LSK)

LSK 110 College Study Skills (3)

This course assists students to deal more effectively with the rigors of the academic expectations of college. Students will carefully assess their work habits, attitudes, and learning styles and will learn specific strategies to achieve academic success. (3 hrs. lect.)

Prerequisite: Placement at the ENG 21 level or above or consent of instructor.



PROFILE:

PATTI KILLELEA-ALMONTE

*Editor-in-chief, Ka Leo
UH-Manoa*

It's a long way from the Kona Surf activities desk to the high-pressure world of journalism, but Patti Killelea-Almonte, 37, makes the transition look easy.

After working at the hotel for seven years, "pointing the way to the volcano," she needed a change. That's when she decided to move to Oahu and attend Windward Community College. She says it's the best decision she ever made.

"After living in Kona for 14 years, I began attending UH-Hilo two days a week—a commute of 200 miles round trip," she explains. "Once I moved to Oahu, I wanted to start with a community college closer to home, to make the adjustment easier.

"Windward was great. The classes were good. The teachers were good. It's where I decided for sure on journalism."

Killelea-Almonte took WCC's basic newswriting course and wrote for the campus newspaper, O Ka Ohana. She says she liked the practical writing experience she got in the college's journalism program and remembers thinking, "This is cool. You get to be nosy and ask questions. We had a class of non-traditional students and some lively discussions. I was hooked."

Killelea-Almonte graduated with her associate degree from Windward in 1986 and went on to become an outstanding student in UH-Manoa's journalism program. With her 4.0 GPA, she was named the department's 1988 Donald W. Reynolds scholar, an honor which carries with it a \$5,000 yearly stipend.

Then she was chosen editor-in-chief of Ka Leo, the UH-Manoa campus newspaper, with a circulation of 18,000. Under her editorship, Ka Leo has begun a training program for reporters and editors with members of the local news media.

Last summer, she also served as an intern at the Honolulu Advertiser, writing everything from editorials to front page news. Killelea-Almonte says she has discovered she likes management and hopes to one day earn her master's degree in business administration.

But for now, she's happy in journalism. "You get to satisfy your curiosity and always learn things. I don't think you could ever stagnate in this field," she says with enthusiasm.

MANAGEMENT (MGT)

MGT 18 Introduction to Supervision (3)

This course prepares the student for understanding the role of successful supervision in the work-place. Practical applications in the areas of planning, organizing, staffing, directing and controlling are explored. (3 hrs. lect.) Recommended preparation: BUS 120.

MGT 120 Principles of Management (3)

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

MATHEMATICS (MATH)

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

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

Math 1
Math 24
Math 25
Math 27
Math 135
Math 140
Math 205
Math 206
Math 231

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

Math 1
Math 24
Math 25
Math 100

MATH 1 Basic Mathematics (4)

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

MATH 24 Elementary Algebra I (3)

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

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

MATH 25 Elementary Algebra II (3)

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

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

MATH 27 Intermediate Algebra (3)

Properties of real numbers, linear equations, inequalities, systems of equations, polynomials, functions, fractional expressions and equations, exponents, powers, roots, quadratic equations and functions, exponential and logarithmic functions. (3 hrs. lect.)

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

MATH 35 Unified Geometry (4)

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

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

MATH 100 Survey of Mathematics (3)

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

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

MATH 111 Mathematics for Prospective Elementary School Teachers (3)

A study of the structure and basic concepts of the number systems used in elementary mathematics. This course is limited to potential elementary education majors.

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

MATH 135 Pre-Calculus: Elementary Functions (4)

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

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

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

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

Prerequisite: Math 135 or equivalent, satisfactory math placement test score, or consent of instructor.

MATH 205 Calculus I (4)

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

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

MATH 206 Calculus II (4)

Differentiation and integration concepts of trigonometric, exponential, logarithmic and hyperbolic functions. Integration implements, infinite series, and applications of derivatives and integrals are also featured. (Offered spring semester only) (4 hrs. lect.)

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

MATH 231 Calculus III (3)

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

Prerequisite: Competency at Math 205 & 206 level.

MICROBIOLOGY (MICRO)**MICRO 130 General Microbiology (3)**

Fundamentals of microbiology; growth and development, and classification of bacteria, viruses, protozoa, fungi and algae; roles of microorganisms in the environment and human affairs: medical microbiology, immunology, and applied microbiology for food sanitation and public health. (3 hrs. lect.)

MUSIC (MUS)**MUS 101 Rhythmic Sightreading (1)**

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

MUS 106 Introduction to Music Literature (3)

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

MUS 107 Music in World Cultures (3)

Music as organized sound and as a cultural object. Role of music in various societies: ancient and modern, sophisticated and non-sophisticated, child and adult, Western and non-Western. Representative styles and regional characteristics viewed in terms of musical characteristics and related cultural factors; a

conceptual introduction to music and culture. Attendance at one ethnic performance is required. (3 hrs. lect.)

MUS 108 Fundamentals of Western Music (3)

A music theory course. Emphasis on learning basic concepts involved in reading and writing music. Application of concepts in learning simple skills necessary for playing two musical instruments. Students will complete one level of TAP (MUS 101) and may take MUS 101 for credit. (3 hrs. lect.)

MUS 114 College Chorus (1)

Rehearsal and performance of classical, popular, and Polynesian/ethnic choral literature. Elementary Polynesian dance may be included as part of performance. Open to all students. Previous choral experience not required. Extra curricular concert attendance required. Student will complete one level of TAP (MUS 101) and may take MUS 101 for credit. Repeatable. (3 hrs. rehearsal)

MUS 121B Beginning Ukulele (1)

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

MUS 121C Elementary Class Piano I (2)

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

MUS 121D Beginning Classical Guitar (1)

Basic principles of classical guitar performance; relevant problems in literature. Repeatable. (4 hrs. studio—accelerated term)

MUS 121F Beginning Slack Key Guitar (1)

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

MUS 122C Elementary Class Piano II (2)

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

Prerequisite: Music 121C or consent of instructor.

MUS 122D Intermediate Classical Guitar (1)

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

Prerequisite: Music 121D or consent of instructor.

MUS 122F Intermediate Slack Key Guitar I (1)

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

Prerequisite: Music 121F or consent of instructor.

MUS 123 Elementary Voice Class I (2)

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

MUS 124 Elementary Voice Class II (2)

Continuation of MUS 123. Performance class for students with some vocal experience. Deals with vocal production and literature for voice. Student will complete one level of TAP (MUS 101) and may take MUS 101 for credit. (3 hrs. lect./studio.)

Prerequisite: MUS 123 or equivalent.

MUS 130F Slack Key Guitar Ensemble (1)

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

Prerequisite: MUS 121F and MUS 122F.

MUS 166 Popular Music in America (3)

A survey of Pop Music (Including Blues, Jazz, Rock and Folk), in the United States in the twentieth century. Activities will include listening to recordings, writing lyrics and tunes and learning various aspects of the business of music. Field trips and concert attendance required.

MUS 221C Secondary Class Piano III (2)

Continuation of MUS 222C. Increased emphasis on piano/literature up to the Intermediate level. MUS 221C and MUS 222C must be taken in sequence. Students will complete one level of TAP (MUS 101) and may take MUS 101 for credit. (Offered every fall semester.) (3 hrs. lect./studio)

Prerequisite: MUS 222C or consent of instructor.

MUS 222C Secondary Class Piano IV (2)

Continuation of MUS 221C. Increased emphasis on piano/literature up to the Intermediate level. Introduction to accompanying. MUS 221C and MUS

222C must be taken in sequence. Students will complete one level of TAP (MUS 101) and may take MUS 101 for credit. (Offered every spring semester.) (3 hrs. lect./studio)

Prerequisite: MUS 221C or consent of instructor.

OCEANOGRAPHY (OCEAN)

OCEAN 201 Science of the Sea (3)

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

OCEAN 202 Field Studies in Marine Sciences (1)

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

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

OCEAN 209 Oceanographic Techniques (3)

Concepts, techniques, and instrumentation used in determination of the interactions of marine organ-



isms with their environment. Emphasizes field measurements and their applications. Lecture/laboratory/field trip course. (2 hrs. lect.; 3 hrs. lab)

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

OCEAN 220 Hawaii Fisheries (3)

Description and examination of Hawaii's commercial and recreational fisheries in terms of their biological basis in marine and fresh water food chains, their current size and importance in Hawaii, and their future prospects.

Recommended preparation: An introductory course in oceanography or zoology; reading, math, and study skills appropriate for 100 and 200 level courses. (3 hrs. lect.)

OFFICE ADMINISTRATION AND TECHNOLOGY (OAT)

OAT 20B Keyboarding, Part 1

Formerly TYPW 20B

Introductory course covering alphanumeric keyboarding. Will be taught on a microcomputer. (1 hr. lect.)

OAT 20C Keyboarding, Part 2

Formerly TYPW 20C

Keyboarding course covering numbers and symbols. Will be taught on a microcomputer. (1 hr. lect.)

OAT 21 Beginning Typewriting (3)

Formerly TYPW 20

Entry-level keyboarding course which develops typing by touch. Also covers simple manuscripts, tables, and letters—skills recommended for college papers and reports. Minimum speed of 30 wpm with five or fewer errors on a five-minute timed test is required by the end of the term. (3 hrs. lect.)

OAT 23 Intermediate Typewriting (4)

Formerly TYPW 30

Second-level course which develops ability to produce correspondence, tables, footnoted manuscripts, and other business forms. Integrates basic word processing concepts utilizing the electronic typewriter. Minimum speed to complete course: 45 wpm. (4 hrs. lect.)

Prerequisite: OAT 21 or typing speed of 35 wpm and ENG 22 or equivalent.

OAT 23E Introduction to Word Processing: Electronic Typewriter (1)

Formerly WPRO 50D

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

Prerequisite: OAT 23 or typing speed of 45 WPM. Scheduled upon request for inservice training.

OAT 30 Information Processing (3)

Formerly WPRO 50

Introductory course covering basic concepts of word/information processing as well as basic and advanced text-editing operations on the microcomputer using professional software. (3 hrs. lect.)

Prerequisites: ENG 22 or equivalent and OAT 23 or typing speed of 45 wpm.

OAT 31 Information Processing Applications (3)

Formerly WPRO 52

Advanced course in word/information processing on microcomputers. Emphasis on professional applications and increased productivity. (2 hrs. lect.; 2 hrs. lect./lab)

Prerequisites: OAT 30.

OAT 40B Filing (1)

Formerly OFPRO 20B

Emphasis on study and application of alphabetic, subject, numeric, and geographic filing rules. (1 hr. lect.)

Prerequisite: ENG 1.

OAT 40C Records Management (1)

Formerly OFPRO 20C

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

Prerequisite: OAT 21 or typing speed of 35 wpm; ENG 22 or equiv.; OAT 40B or OAT 50.

OAT 41 Introduction to Office Skills (2)

Formerly OFPRO 10

Covers business vocabulary, use of references (dictionary, clerical reference manual, zip code directory, postal regulations, etc.) as well as a study of basic typing terminology. (2 hrs. lect.)

Prerequisite: Concurrent registration in ENG 9 and ENG 10.

OAT 43 Professional Development (3)

Formerly OFPRO 42

This course develops 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.) (3 hrs. lect.)

OAT 50 Clerical Office Procedures (3)

Formerly OFPRO 40

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

Prerequisite: OAT 21 or typing speed of 35 wpm and ability to format letters, tables and reports; ENG 22.

OAT 52 Administrative Office Procedures (3)
Formerly OFPRO 50

A final semester course which integrates all skills and knowledge acquired in other clerical courses. Introduction to management and supervisory problems; planning and improving production techniques in secretarial work. (3 hrs. lect.)

Prerequisite: Completion of requirements for Certificate of Completion; OAT 60.

OAT 60B Beginning Symbolic Shorthand I (2)
Formerly SHTHD 20B

First-level shorthand course which presents beginning Gregg theory and mastery of brief forms. (1 hr. lect.; 3 hrs. lab.)

Prerequisite: Concurrent enrollment in OAT 21 or typing speed of 35 wpm.

OAT 60C Beginning Symbolic Shorthand II (2)
Formerly SHTHD 20C

First-level shorthand course which develops dictation and transcription skills. Requires a minimum dictation speed of 60 wpm by the end of the semester. (1 hr. lect.; 3 hrs. lab.)

Prerequisite: OAT 60B and concurrent enrollment in OAT 21 or typing speed of 35 wpm.

OAT 62 Intermediate Symbolic Shorthand (3)

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

Prerequisite: OAT 60C or shorthand speed of 60 wpm. (Shorthand speed competencies may be revised.)

OAT 64 Advanced Symbolic Shorthand (3)

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

Prerequisite: OAT 62 or shorthand speed of 80 wpm. (Shorthand speed competencies may be revised.)

OAT 80 Machine Transcription (3)

Formerly TRNSC 35

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

Prerequisite: OAT 23 or typing speed of 40 wpm, ENG 22 or permission of instructor.

OAT 93V Cooperative Education (1-4)

Formerly OFPRO 93V

This course provides college credit for paid work experience to reinforce knowledge and skills learned

in clerical and secretarial classes. Related instruction may be provided depending upon the requirements of the employer. Seventy-five hours of work per semester is required for each credit earned. One to four credits may be earned during one or more semesters.

Prerequisite: OAT 21; OAT 50 and enrollment as an Office Administration and Technology major.

PHILOSOPHY (PHIL)

PHIL 100 Introduction to Philosophy: Survey of Problems (3)

Great philosophical issues, theories, and controversies. (3 hrs. lect.)

PHIL 101 Introduction to Philosophy: Morals and Society (3)

Social and individual values, obligations, rights, and responsibilities. (3 hrs. lect.)

Recommended Preparation: College level reading ability.

PHIL 102 Introduction to Asian Philosophy: Asian Traditions (3)

Introductory course in selected schools of Asian thought. Universal issues/problems examined from Asian perspective. (3 hrs. lect.)

PHIL 200 History of Philosophy I (3)

Focuses on significant aspects and personalities representing selected schools of philosophy in the West from the period of the early Greek thinkers to the Renaissance. (3 hrs. lect.)

Prerequisite: PHIL 100 or consent of 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. (3 hrs. lect.)

PHYSICS (PHYS)

PHYS 151 College Physics I (3)

A non-calculus, one-semester course for preprofessional or non-engineering majors. Study of the basic concepts of physics, including the fundamental principles and theories in mechanics, energy, and waves. (3 hrs. lect.)

Prerequisite: Credit or concurrent registration in Math 140, or consent of instructor.

Corequisite: PHYS 151L

PHYS 151L College Physics Laboratory I (1)

Experiments in statics, mechanics, energy, waves, and friction. (3 hrs. lab.)

Prerequisite: Credit or concurrent registration in PHYS 151.

PHYS 152 College Physics II (3)

A non-calculus, one-semester course for preprofessional or non-engineering majors. Study of the basic concepts of physics, including the fundamental principles and theories in electricity, magnetism, optics, and modern physics. (3 hrs. lect.)

Prerequisite: PHYS 151, or equivalent, or consent of instructor. Corequisite: PHYS 152L

PHYS 152L College Physics Laboratory II (1)

Experiments in electricity, magnetism, optics, and modern physics. (3 hrs. lect.)

Prerequisite: Credit or concurrent registration in PHYS 152.

POLITICAL SCIENCE (POLSC)

POLSC 110 Introduction to Political Science (3)

Introduction to political problems, systems, ideologies, and processes. (3 hrs. lect.)

POLSC 120 Introduction to World Politics (3)

Formerly POLSC 220

Introduction to contemporary issues in international politics. (3 hrs. lect.)

POLSC 130 Introduction to American Government (3)

Formerly POLSC 230

Survey of theory, processes, and institutions of the American political system. (3 hrs. lect.)

POLSC 180 Introduction to Hawaiian Politics (3)

Introduction to the study of political institutions, processes, and issues in Hawaii. (3 hrs. lect.)

POLSC 245 Politics of Hawaii, The Pacific and the 21st Century (3)

General overview of the politics of Hawaii, the Pacific Rim countries, and the 21st century. (3 hrs. lect.)

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, and methods of inquiry. (3 hrs. lect.)

PSY 170 Psychology of Adjustment (3)

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

PSY 224 Abnormal Psychology (3)

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

Prerequisite: PSY 100 or consent of instructor.

PSY 240 Developmental Psychology (3)

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

Prerequisite: PSY 100 or consent of instructor

REAL ESTATE (RE)

RE 100 Principles of Real Estate (3)

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

RELIGION (REL)

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

Introduction to the world's major religions—Primitive, Hinduism, Buddhism, Shinto, Confucianism, Taoism, Judaism, Christianity, and Islam.

Field trips may be required outside class time. (3 hrs. lect.)

REL 151 Religion and the Meaning of Existence (3)

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

REL 201 Understanding the New Testament (3)

Analysis of the origin and development of the early Christian message as set forth in the New Testament. Special attention will be given to the message of Jesus and Paul and its relevance to the modern world. (Offered once a year) (3 hrs. lect.)



REL 205 Understanding Hawaiian Religion (3)

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

SCI 124 Technology, Ecology, and Man (4)

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

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

SCIENCE (SCI)

SCI 121 Introduction to Science: Biological Science (4)

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

SCI 122 Introduction to Science: Physical Science (4)

Physical science and modern society—a historical and practical survey of the roles both physics and chemistry have played in developing an understanding of the various earth and astronomical sciences. Lecture/laboratory/field trip course designed for *non-science majors*. (3 hrs. lect.; 3 hrs. lab.)

Prerequisite: Math 27 or equivalent or consent of instructor.

SCI 123 Introduction to Science: Hawaiian Perspectives (4)

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

Recommended Preparation: High School Biology.

SOCIAL SCIENCES (SSCI)

SSCI 101 Self-Development (3)

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

(3 hrs. lect.)

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

A work-study course providing opportunities to reinforce skills learned in the Social Science areas and to apply those skills in actual job situations.

(75 hrs. work experience per credit)

Prerequisite: 12-16 hours general curricula.

SSCI 200 Social Science Research Methods (3)

This course will focus on various ways social scientists undertake research. The course introduces the student to decision making with statistics, research design methods and computers to assist analysis.

Prerequisite: One social science course of 100 level and Math 27 or permission of instructor.

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

Focuses on the question of "What is sociology?", covering major topics of study and methods of analysis. Particular emphasis is placed on concepts related to analysis of social relationships, social structures, processes, and change. Application of these concepts to analysis of social groups in Hawaii is included. (3 hrs. lect.)

SOC 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. (3 hrs. lect.)

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. (3 hrs. lect.)

SOC 251 Introduction to Sociology of the Family (3)

Study of the social interaction processes of marriage and family, emphasizing current research findings, interaction theory, and evident patterns and changes. The theoretical and empirical bases are related to the students' experiences and observations. Students have opportunities to explore available resources and agencies of the field and to do research projects on selected topics. (3 hrs. lect.)

SOC 275 Introduction to Sociological Inquiry

Basic methods of sociology for production and analysis of data. Foundations for understanding research and for advanced courses in methods and statistics. (3 hrs. lect.)

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

Introduction to major elements of speech. Enables students to acquire competence in two person, small group, and public situations. Models and concepts are used to explain the speech act. (3 hrs. lect.)

SP 251 Principles of Effective Speaking (3)

Theory and practice of public speaking. Emphasizes practical skills in communicating with today's audiences. Planning/delivering speeches. (Offered occasionally) (3 hrs. lect.)

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

Introduction to zoology. Topics include living animals, physiology, anatomy, development, reproduction, ecology, and evolutionary relationships. Lecture/laboratory course. (3 hrs. lect.; 3 hrs. lab.)

High school biology recommended.

ZOOL 106 Hawaiian Marine Invertebrates (3)

Survey of marine invertebrates, their structure, ecology, and evolutionary relationships. Emphasis will be placed on identification and uses of Hawaiian tidal and coral reef animals. Three field trips required. (Not offered regularly.) (3 hrs. lect.)

Ability to swim recommended.

ZOOL 107 Identification of Hawaiian Fishes (3)

Identification of major groups and common species of fishes in Hawaii with emphasis on shore fishes. Topics include morphology, adaptation, physiology, phylogenetic relationships, feeding relationships, behavior, ecology, fishing methods and Hawaiian use of fishes. Lecture/laboratory/field trip course (two required field trips on Saturdays). (Not offered regularly) (2 hrs. lect., 3 hrs. lab.)

Ability to swim recommended.

ZOOL 200 Marine Biology (3)

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

Ability to swim recommended.

INACTIVE COURSES

The following list of courses have not been offered for several semesters. They are still part of the curriculum, and can be taught if there is sufficient demand.

HPER 101	Physical Fitness
HPER 103	Swimming: Beginning
HPER 104	Swimming: Intermediate
HPER 135	Volleyball
HPER 137	Basketball
HPER 174	Advanced Lifesaving
HUM 020	Introduction to the Humanities
HUM 120	Themes in the Humanities: Business in American Literature
SOC 200	Introduction to Principles of Sociology

Transferring to Another College

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

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

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

When should I begin the application process for transferring?

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

How does transferring credits actually work?

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

Does my grade-point average transfer?

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

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

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

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

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

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

Manoa requires 60 or more credits of non-introductory courses for its bachelor degrees. Non-introductory courses are courses numbered 300 and above (or any other courses with explicit college-level prerequisites published in the catalog).

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

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

Policies and Statements

Educational Rights and Privacy of Students

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

1. It is the policy of Windward Community College to subscribe to the requirements of Section 438 of the General Education Provision Act, Title IV, of Public Law 90-247, as amended, and to the rules and regulations governing the Act, which protect the privacy rights of students.
2. The rights of students under the Act include the following, subject to conditions and limitations specified in the Act:
 - a. The right to inspect and review education records.
 - b. The right to request to amend education records.
 - c. The right of protection from disclosure by Windward Community College of personally identifiable information contained in education records without permission of the student involved.
 - d. The right to waive certain rights under the Act.
 - e. The right to file complaints concerning alleged failure by Windward Community College to comply with the Act.
3. Students are advised that institutional policy and procedures required under the Act have been published as Administrative Procedure A7.022, Procedures Relating to Protection of the Educational Rights and Privacy of Students. Copies of AP A7.022 may be obtained from The Office of the Dean of Student Services of Windward Community College.
4. Directory Information
Students are advised that certain personally identifiable information listed below is considered by the College to be Directory Information and, in response to public inquiry, may be disclosed in conformance with state law, at the College's discretion, without prior consent of the student unless the student otherwise so informs the College not to disclose such information.
 - a. Name of student.
 - b. Local address and zip code maintained in the campus locator printout.
 - c. Local telephone number maintained in the campus locator printout.
 - d. Major field of study.
 - e. Educational level (e.g., freshman, sophomore, etc.)

- f. Fact of participation in officially recognized activities and sports.
- g. Weight and height of members of athletic teams.
- h. Dates of attendance.
- i. Degrees and awards received.
- j. Educational Level.

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

5. A parent or spouse of a student is advised that information contained in educational records, except as may be determined to be Directory Information, will not be disclosed to him/her without the prior written consent of the son, daughter, or spouse.

Use of Social Security Number

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

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

The SSAN will be used to verify the identity of the applicant and as a student identification number throughout the period in which the applicant is enrolled, or otherwise associated with the University, in order to record data accurately. As a student identification number the SSAN is used in such activities as reconciliation of documents in order to determine eligibility for admission and residency for tuition purposes, registration and 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 from Section 304.2 and Section 304.4, *Hawaii Revised Statutes* as amended, which provides that the Board of Regents of the University of Hawaii system shall have general management and control of the affairs of the University. The University of Hawaii system has, for several years, consistently required the disclosure of SSAN numbers on the Common Admission Forms and other necessary University documents.

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

Selective Service Registration and Federal Student Aid

Military Selective Service Act (P.L. 97-252) requires that beginning on July 1, 1983, any student who is required to register with the Selective Service System and fails to do so shall be ineligible to receive Federal Title IV student financial aid including: Pell Grants, Supplemental Educational Opportunity Grants, College Work Study, Perkins Loan Program (formerly National Direct Student Loans), Guaranteed Student/PLUS Loans, and State Student Incentive Grants. This requirement affects all male students who are at least eighteen years of age, who were born after December 31, 1959, and who are not currently on active duty with the armed forces. Members of the Reserves and National Guard are not considered on active duty and must be registered. The group of affected male students include citizens and non-citizens eligible to receive Federal financial aid except permanent residents of the Federated States of Micronesia, the Marshall Islands and the Republic of Palau. For further information contact the Financial Aids Officer, Johanna Ayers, at 235-7449.

Non-Discrimination and Affirmative Action

It is the policy of the University of Hawaii to comply with Federal and State laws which prohibit discrimination in University programs and activities,

including but not necessarily limited to the following laws which cover students and applicants for admission to the University: Title VI of the Civil Rights Act of 1964 as amended (race, color, national origin); Age Discrimination Act of 1975 (age); Titles VII and VIII of the Public Health Service Act as amended (sex); Title IX of the Education Amendments of 1972 (sex, blindness, severely impaired vision); Section 504 of the Rehabilitation Act of 1973 (physical or mental handicap); and to comply with Federal and State laws which mandate affirmative action and/or prohibit discrimination in recruitment, hiring, training, promotion, and retention, including but not necessarily limited to the following laws which cover employees and applicants for employment: Title VII of the Civil Rights Act of 1964 as amended (race, color, national origin, religion, sex, pregnancy); Executive Order 11246 as amended (race, color, national origin, religion, sex); Equal Pay Act of 1963 as amended by Title IX of the Education Amendments of 1972 (sex); Age Discrimination in Employment Act of 1967 (ages 40-70); Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974 (veteran's status); Section 503 and 504 of the Rehabilitation Act of 1973 (physical or mental handicap); Hawaii Revised Statutes, Chapter 76, 78, 378 (race, sex, age, religion, color, ancestry, political affiliation, physical or mental handicap, marital status, arrest and court record). The University strives to promote full realization of equal opportunity through a positive, continuing program on each campus. Accordingly, vocational education opportunities will be offered without regard to race, color, national origin, sex or handicap. American citizens or immigrants with limited English speaking skills will not be denied admission to vocational education programs.

In addition, employees and applicants for employment are protected under Title IX and Section 504.

As an integral part of its Policy on Non-discrimination and Affirmative Action, the Office of the President, University of Hawaii, hereby declares and reaffirms its commitment to the University's pursuit of equal education and employment opportunity and further declares that any harassment of students or employees on the basis of sex is prohibited and will not be tolerated. Complaints of this nature will be handled by Suzanne Kita.

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

Rg Logiakís (Education matters)
Peggy Hong (Employment matters)
Office of the Chancellor for
Community Colleges
2327 Dole Street
Honolulu, Hawaii 96822
Phone: 948-8592

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

Students may also file complaints of discrimination with the Office of Civil Rights, U.S. Department of Education, 221 Main Street, 10th floor, San Francisco, California 94105.

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

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

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

Student Academic Grievance Procedures

The College maintains formal procedures for resolving complaints and grievances brought by students who believe a faculty member has acted improperly or in a manner inconsistent with the student's customary academic expectations. These procedures are contained in the WCC Policy Guidelines Manual, No. 4-6. The manual is available in the Office of the Dean of Student Services, the Office of the Dean of Instruction, and the Library. Following is a general summary of the steps in resolving a complaint. Students who have a complaint are urged to consult Policy No. 4-6 for more information if they wish to go beyond Step 2 below.

The WCC Academic Grievance Procedures protect students' freedom of expression, right to orderly and fair grading and evaluation, and right to confidentiality. These are defined in more detail in the policy.

Students who have a complaint must follow strict time-lines to have their complaint resolved under this policy, as follows:

Step 1: Within 14 days after a student has become aware of the problem, she or he must attempt to resolve the matter with the faculty member involved.

Step 2: If the matter is not resolved, the student may discuss the matter with the faculty member's Assistant Dean. This must be done within 7 days after the last scheduled meeting with the faculty member. The Assistant Dean has 7 days to resolve the complaint.

Step 3: If the student is not satisfied with the results of Step 2, he or she may file a written complaint with the Dean of Instruction. This must be done within 7

days after notification by the Assistant Dean. The Dean has 14 days to resolve the matter.

Step 4: If the matter is not satisfactorily resolved by the Dean of Instruction, the student may file a written grievance with the Chairperson of the Academic Grievance Committee. This must be done within 7 days after notification by the Dean.

Within 10 days, the Academic Grievance Committee must convene a hearing, detailed procedures for which are contained in the Policy Guidelines Manual. The Committee informs the Provost of its findings and recommendations within 5 days after the close of the hearing. The Provost's decision is final within the University.

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

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

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

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

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

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

Plagiarism includes but is not limited to submitting, to satisfy an academic requirement, any document that has been copied in whole or part from another individual's work without identifying that individual; neglecting to identify as a quotation a documented idea that has not been assimilated into the student's language and style, or paraphrasing a passage so

closely that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved; or dry-labbing, which includes (a) obtaining and using experimental data from other students without the express consent of the instructor, (b) utilizing experimental data and laboratory writeups from other sections of the course or from previous terms during which the course was conducted, and (c) fabricating data to fit the expected results.

The process of addressing allegations of misconduct and redressing academic grievances is described in the procedures for Handling Impermissible Behavior and the Academic Grievance Procedures. Copies are available at the Student Services Office.

Residency Regulations for Tuition Purposes

Students, other than statutory exempt individuals, who do not qualify as bona fide residents of the State of Hawaii, according to the University of Hawaii rules and regulations in effect at the time they register, must pay the 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, Charles Heaukulani, in the Admissions Office (235-7432).

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

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

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

1. Voting/registering to vote in the State of Hawaii.
2. Filing Hawaii Resident State Personal Income Tax Return.

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

Other legal factors involved in making a residency determination include:

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



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

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

Misrepresentation

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

Residency Appeal Process

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

Schedule of Refund of Tuition and Fees

Tuition and Special Course Fees Refund Policy—Regular (16 week) Academic Semester

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

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

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

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

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

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

Tuition and Special Course Fees Refund Policy—CCECS, Summer Session and Other Short Term (8 week) 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 throughout 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.

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 of Student Services.

Refunds for Cancelled Classes

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

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



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AA DEGREE COURSE CHECKLIST

Refer to "Instructional Programs" (p. 18) for a full discussion of degree requirements.

HUMANITIES REQUIREMENT

REQUIRED: A total of six credits, made up of two or more courses from *different* subject fields.

- | | | |
|-----------------|----------------|----------------|
| — ART 101 (3) | — HIST 151 (3) | — PHIL 100 (3) |
| — DRAMA 101 (3) | — HIST 152 (3) | — PHIL 101 (3) |
| — ENG 250 (3) | — HIST 241 (3) | — PHIL 102 (3) |
| — ENG 251 (3) | — HIST 242 (3) | — PHIL 200 (3) |
| — ENG 252 (3) | — HIST 281 (3) | — REL 150 (3) |
| — ENG 253 (3) | — HIST 282 (3) | — REL 151 (3) |
| — ENG 254 (3) | — MUS 106 (3) | — REL 201 (3) |
| — ENG 255 (3) | — MUS 107 (3) | |
| — ENG 256 (3) | — MUS 108 (3) | |
| — ENG 257 (3) | | |

SOCIAL SCIENCES REQUIREMENT

REQUIRED: A total of six credits, made up of two or more courses from *different* subject fields.

- | | |
|----------------|-----------------|
| — ANTH 150 (3) | — POLSC 110 (3) |
| — ANTH 200 (3) | — POLSC 180 (3) |
| — BOT 105 (3) | — POLSC 220 (3) |
| — ECON 101 (3) | — POLSC 230 (3) |
| — ECON 120 (3) | — PSY 100 (3) |
| — ECON 130 (3) | — PSY 170 (3) |
| — ECON 131 (3) | — PSY 224 (3) |
| — GEOG 102 (3) | — PSY 240 (3) |
| — GEOG 151 (3) | — SOC 100 (3) |
| — ICS 100 (3) | — SOC 220 (3) |

LANGUAGE ARTS REQUIREMENT

REQUIRED: 3 credits in English Composition:

- ENG 100 (3)

REQUIRED: 3 credits from this list:

- | | |
|-----------------|-----------------|
| — COMUN 145 (3) | — JPNSE 101 (4) |
| — ENG 102 (3) | — JPNSE 102 (4) |
| — FR 101 (4) | — JPNSE 201 (4) |
| — FR 102 (4) | — JPNSE 202 (4) |
| — FR 201 (3) | — JOURN 205 (3) |
| — FR 202 (3) | — SP 151 (3) |
| — HAW 101 (4) | — SP 251 (3) |
| — HAW 102 (4) | |
| — HAW 201 (4) | |
| — HAW 202 (4) | |

NATURAL SCIENCES REQUIREMENT

REQUIRED: A minimum of six credits, a minimum of three credits in biological science and a minimum of three credits in physical science. In addition, the student must take a laboratory/field trip course indicated by **bold face** type.

BIOLOGICAL SCIENCES

- | | |
|-----------------|---------------|
| — AQUA 106 (4) | — SCI 121 (4) |
| — BIOL 100 (3) | — SCI 123 (4) |
| — BOT 101 (4) | — SCI 124 (4) |
| — BOT 130 (4) | — ZOO 101 (4) |
| — BOT 160 (3) | — ZOO 106 |
| — BOT 181 (4) | — ZOO 107 |
| | — ZOO 200 |
| — MICRO 130 (3) | |
| — IS 261 (3) | |

PHYSICAL SCIENCES

- | | |
|--------------------------------|-----------------|
| — ASTR 110 | |
| — CHEM 100 (3) & CHEM 100L (1) | — GG 210 (1) |
| — CHEM 151 (3) & CHEM 151L (1) | — GG 211 (1) |
| — CHEM 161 (3) & CHEM 161L (1) | — GG 212 (1) |
| — CHEM 162 (3) & CHEM 162L (1) | — GG 213 (1) |
| — GEOG 101 (3) & GEOG 101L (1) | — GG 214 (1) |
| — GG 101 (4) | — IS 261 (3) |
| — GG 102 (4) | — OCEAN 201 (3) |
| — GG 200 (3) | — OCEAN 202 (1) |
| | — OCEAN 209 (3) |
| — PHYS 151 (3) & PHYS 151L (1) | |
| — PHYS 152 (3) & PHYS 152L (1) | |
| — SCI 122 (4) | |

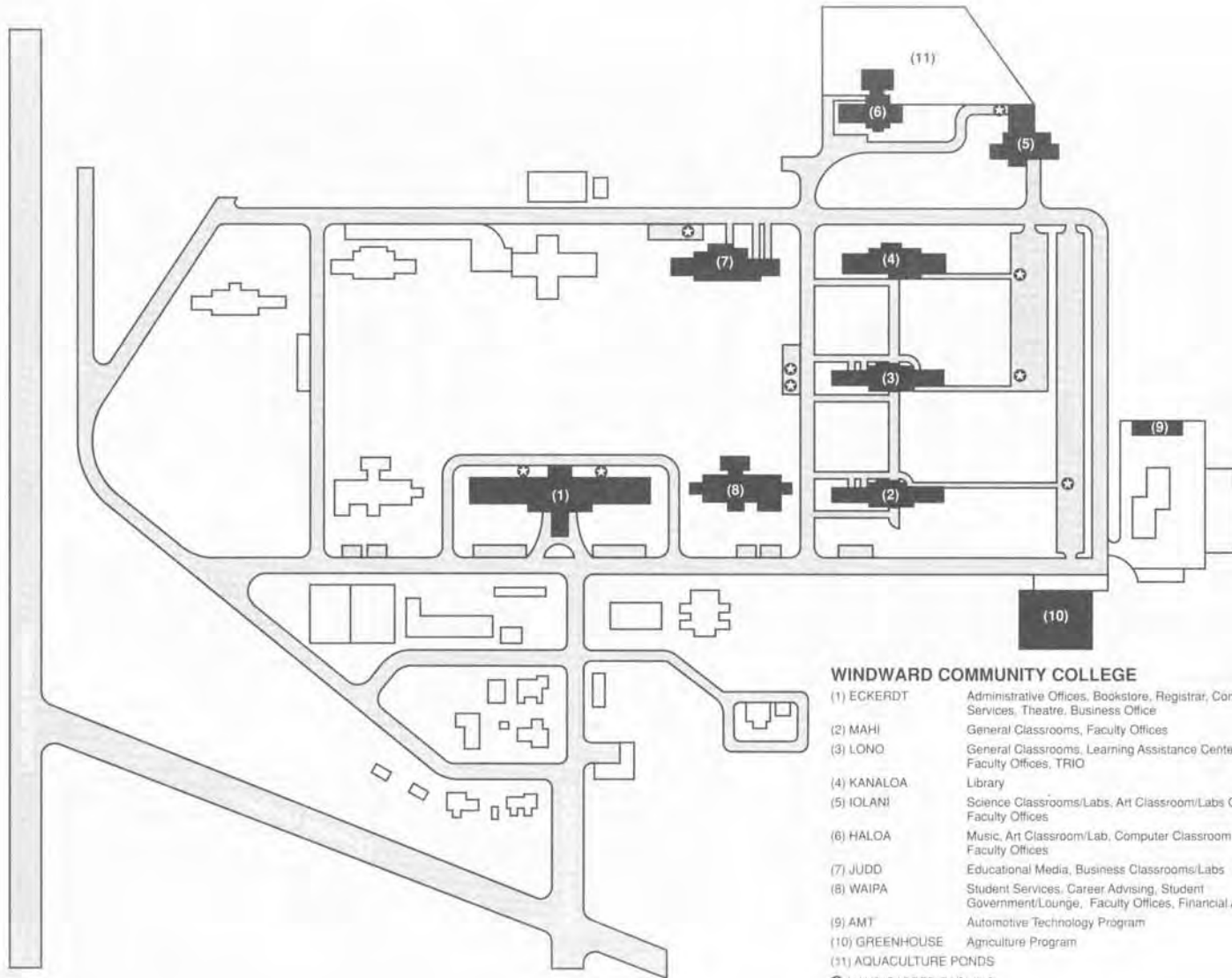
QUANTITATIVE REASONING REQUIREMENT

REQUIRED: One math course numbered 100 or above or PHIL 210.

- | | |
|----------------|----------------|
| — PHIL 210 (3) | — MATH 140 (4) |
| — MATH 100 (3) | — MATH 205 (4) |
| — MATH 111 (3) | — MATH 206 (4) |
| — MATH 135 (4) | — MATH 231 (3) |

OTHER ELECTIVES

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WINDWARD COMMUNITY COLLEGE

- (1) ECKERDT Administrative Offices, Bookstore, Registrar, Community Services, Theatre, Business Office
- (2) MAHI General Classrooms, Faculty Offices
- (3) LONO General Classrooms, Learning Assistance Center, Faculty Offices, TRIO
- (4) KANALOA Library
- (5) IOLANI Science Classrooms/Labs, Art Classroom/Labs Gallery, Faculty Offices
- (6) HALOA Music, Art Classroom/Lab, Computer Classroom, Faculty Offices
- (7) JUDD Educational Media, Business Classrooms/Labs
- (8) WAIPA Student Services, Career Advising, Student Government/Lounge, Faculty Offices, Financial Aids
- (9) AMT Automotive Technology Program
- (10) GREENHOUSE Agriculture Program
- (11) AQUACULTURE PONDS
- ♿ HANDICAPPED PARKING

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