

LE IN HAWN PAMPHLET DRAWER

WINDWARD COMMUNITY
COLLEGE CATALOG



WINDWARD COMMUNITY COLLEGE

UNIVERSITY OF HAWAII
1992-1993 CATALOG

Ka Mālamalama o Ko'olau



UNIVERSITY OF HAWAII
1992-1993 CATALOG



Ka Malamalama o 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

45-720 Kealahala Road
Kaneohe, Hawaii 96744

Telephone (808) 235-0077

Hearing impaired individuals are invited to call using the
TDD relay service number 643-8833.

Table of Contents



Cover Design Note: Renderings of WCC's future campus.

Cover: Okita, Kunimitsu, and Associates, Inc.
 Layout: Mark Hamasaki
 Photo Credits: Mark Hamasaki
 Map Illustration: University Relations
 Editing: Karla Jones, Mark Hamasaki, Lynn Oganeku
 Typesetting: University of Hawaii Press
 Printing: Malloy Lithographing, Inc.
 Profile Interviews & Photos: James Gonser

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.

The University of Hawaii is an Equal Opportunity/Affirmative Action Employer

Academic Calendar - 1990-1991	3
Welcome	4
General Information	5
Admissions Information	6
Financial Information	7
Tuition and Fees	
Financial Aids	
Services to Students	9
Academic Advising	
Placement Testing	
Career Counseling	
Student Government	
Learning Assistance Center	
Student Responsibilities	12
Academic Information	13
Registration and Course Information	
Instructional Programs	18
Associate in Arts Degree (A.A.)	
Associate in Science Degree (A.S.)	
Agricultural Technology Program	
Automotive Mechanics Program (AMT)	
Accounting	
Finance	
Office Administration and Technology (OAT)	
(formerly Secretarial Science)	
Marine Option Program (MOP)	
Windward Transition Program (WiT)	
Course Descriptions	27
Transfer Information	51
Policies & Statements	52
Staff	58
Advisory Committees	61
Index	61
AA Degree Course Checklist	63
Campus Map	64

Academic Calendar—1992 - 1993

August 1992

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

October 1992

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

December 1992

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

February 1993

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

April 1993

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

September 1992

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

November 1992

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

January 1993

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

March 1993

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

May 1993

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

1992—FALL SEMESTER

- August 1 (S) APPLICATION DEADLINE FOR REGULAR ADMISSION
- August 19 (W) Registration
- August 21 (F) Holiday: Admission Day
- August 24 (M) FIRST DAY OF INSTRUCTION
- August 24–28 (M–F) Late Registration/Add/Drop Period
- September 7 (M) Holiday: Labor Day
- September 14 (M) Last Day of Erase Period
- November 2 (M) LAST DAY OF OFFICIAL WITHDRAWAL, FALL SEMESTER
- November 3 (T) Holiday: Election Day
- November 11 (W) Holiday: Veterans' Day
- November 26–27 (Th–F) THANKSGIVING RECESS
- December 11 (F) Last Day of Instruction
- December 14–17 (M–Th) Exam Period
- December 18 (F) Last Day to Make-up Incomplete Grade from Spring Semester 1992
- December 18 (F) End of Fall Semester

1993—SPRING SEMESTER

- December 15 (W) APPLICATION DEADLINE FOR REGULAR ADMISSION
- January 1 (F) Holiday: New Year's Day
- January 7 (Th) Registration
- January 13 (W) FIRST DAY OF INSTRUCTION
- January 13–19 (W–T) Late Registration/Add/Drop Period
- January 18 (M) Holiday: Martin Luther King Jr. Day
- February 5 (F) Last Day of Erase Period
- February 15 (M) Holiday: President's Day
- March 22–26 (M–F) SPRING RECESS
- March 26 (F) Holiday: Prince Kuhio Day
- April 2 (F) LAST DAY OF OFFICIAL WITHDRAWAL, SPRING SEMESTER
- April 9 (F) Holiday: Good Friday
- April 19 (M) Last Day to Apply to Participate in Commencement
- May 7 (F) Last Day of Instruction
- May 10–13 (M–Th) Exam Period
- May 14 (F) Last Day to Make-up Incomplete Grade from Fall Semester 1992
- May 14 (F) End of Semester To be announced Commencement

1993—SUMMER SESSION

Dates to be determined.

□ Academic dates of significance.
○ Holidays.

A Word of Welcome

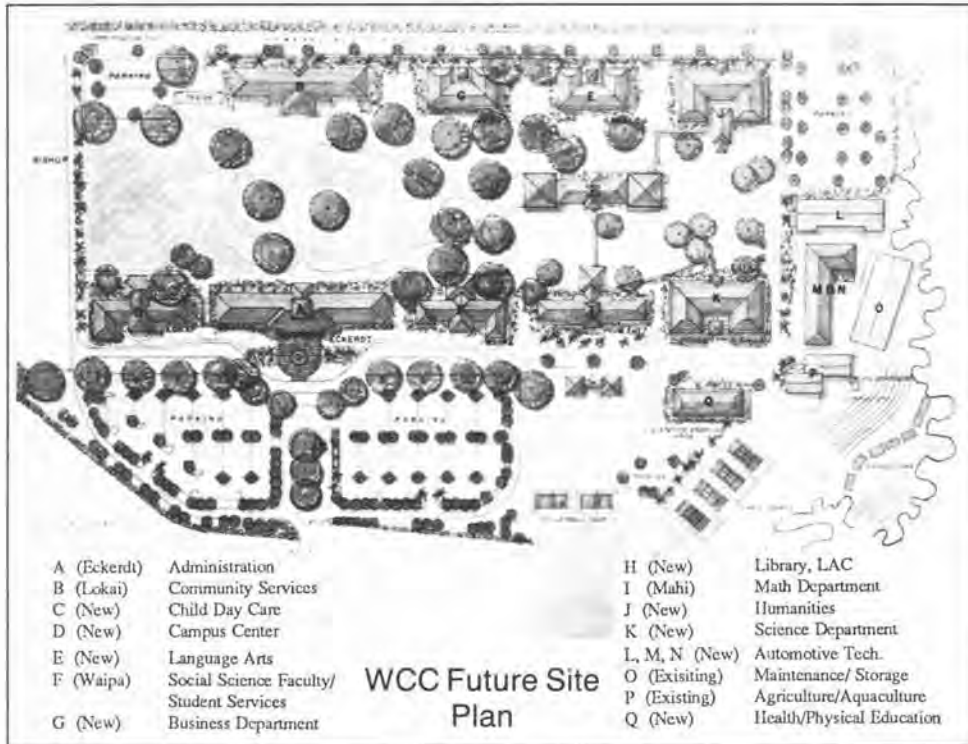
The faculty, students, and staff at Windward Community College are pleased that you have chosen to explore our College by reading the *Windward Community College Catalog, 1991-92*. You are certain to find that our instructional programs and services offer you many opportunities for intellectual growth 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. 55.

Admission of Foreign Students

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

Foreign students must take the Test of English as a Foreign Language (TOEFL) examination and present a score of 600 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 non-resident foreign students must demonstrate proof of enrollment in a health and accident insurance program before any such student shall be permitted to enroll. The intent of this requirement is to protect foreign students against the high cost of unanticipated health care expenses resulting from accidents or illness.

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

WCC APPLICATION DEADLINES

Fall Semester 1992	Aug. 1, 1992
Spring Semester 1993	Dec. 15, 1992

1. Make Application

- 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.
- 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.
- 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. All new and transfer students are invited to an orientation conducted by our counselors in Waipa 146. At this meeting, you will receive information on how to choose your classes and how to register. You will have an opportunity to take placement tests in math and English. These tests are required if you wish to register in math and English courses (test results will indicate at what level to start at Windward).

Transfer students who have completed college-level courses in math and English are not required to take the placement tests, and the orientation session is optional. Proof of completed courses will be required at the time of registration.

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 1992, 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*	\$ 19/credit	\$ 220 total
Non-Hawaii Resident	\$112/credit	\$1340 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. Senior Citizen Waiver Program

Senior citizens may attend any institution of the University of Hawaii system on a tuition-exempt basis if they meet these conditions:

1. Sixty years of age or older at time of registration for the course.
2. Resident of the State of Hawaii as prescribed by the University's definition of residency.
3. Meet the prerequisites for admission and for enrollment in a course.
4. Space is available in the course.

Senior citizens may also take the course as an auditor.

Admissions requirements are the same as for other applicants.

The Senior Citizen Tuition Waiver program does not apply during the Summer Session.

All financial aid programs are subject to change due to legislative action.

For additional financial aid information, contact *Clara Foo, Waipa 121, 235-7457.*

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 processed without this payment.

Transcript Fee: No fee is charged for a transcript sent for admission purposes to another college within the University of Hawaii system. A \$1 fee is charged for each transcript sent elsewhere. 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, laboratory breakage charges, loans past due, rental payments, etc.) may be denied transcripts, 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. 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 1991-92 academic year is April 1, 1991. 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 Carl 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 53.

State Financial Aid Programs

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

Hawaii 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 Affairs Benefits

The College is approved for veterans' training, and students may consequently receive financial assistance from the Veterans Affairs, 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, 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, and, if applicable, provide evidence of successful completion of English or math courses at the College or at another college-level institution.

The placement tests are for 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.

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 and occupational interest, values and abilities assessments are provided on an individual and small group basis through the Career Center. Students are encouraged to make appointments for assistance with career exploration/planning and job skills issues. Call 235-7460 and ask for the Career Counselor.

Job Placement

Job placement assistance is available on a limited basis for referrals to on and off-campus jobs, resume preparation and interview skills assistance. Call 235-7460 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 making and in implementing the program of activities offered.

A number of College committees invite student participation in policy making. Students may also

serve as instructors for non-credit courses, lab assistants, and as assistants in the development of a public services program.

Students interested in these activities should contact a member of the Windward College 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.-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 refer-

ence 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.

Services to Students with Disabilities

Windward students with disabilities needing assistance are encouraged to contact the TRIO program, phone: 235-7487 at least six weeks prior to the beginning of the semester in which services will be needed. Assistance may then be made available for:

- application and registration assistance
- financial aid information
- career, personal, and academic counseling
- individual tutoring, mobility assistance, and note-taking services
- reader services for visually impaired students, primarily by tape recordings of texts, enlargements of texts, or possibly through Braille transcription

Telecommunication Device for the Deaf is available by calling the TDD relay service number 643-8833.

The Learning Center (TLC)

The Learning Center, located in Lono Building, is open daily. Services include assessment of students' skills in reading, writing, math, and study skills.

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 on a drop-in basis. The TLC also offers a make-up testing service for all instructors.

English as a Second Language

Students who do not speak English as their first language and who do not meet the requirements for ENG 009 are required to take ESL 005. In addition, all students who do not speak English as their first language may get help in speaking, listening, reading and writing English from The Learning Center. The TLC 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 Center coordinator, Lono 112.

Business Lab

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

Haloa Computer Lab

The IBM Computer Lab provides opportunities for students to learn the fundamentals of computer usage. The lab, located in room 117, is available for all students at Windward Community College, including those enrolled in computer-related courses, continuing education courses, and classes requiring independent computer work. Each semester several free introductory workshops are held to introduce students to the lab. Computer lab monitors are available to help students during open lab periods. Lab hours are posted each semester. Students and classes are encouraged to visit the Lab or to call 735-7490 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, academic advising, counseling services, and free tutorial assistance for students who meet the federal government eligibility criteria. Students are encouraged to visit the TRIO office located in Lono 107, or to call 235-7487, for further information.



PROFILE: JANICE ANDERSON
WCC Student Employment Coordinator

In 1986, Janice Anderson was a Navy wife, looking forward to an "empty nest." Her kids would be grown, allowing her more time with her husband. Then her world collapsed. Her husband asked her for a divorce.

Faced with the prospect of making mortgage payments, putting her two sons through school and not knowing how to do it, she entered WCC's Windward Transition Program (WTP) in the fall of 1987.

"I had read about the program in the paper and decided to give it a try," she said. "The people here at Windward and in WTP really pulled me through a tough time. They were the support group I needed."

Anderson calls Windward's student services the best in the state. "The people in student services really care about the students. They bend over backwards to help them succeed, not just academically but personally, to succeed in life," she said.

At Windward she said she learned first to like herself and then how to become financially self-sufficient. She took computer science courses and learned about spread sheets. She used her newfound skills, not only to consolidate evidence in her own divorce but to start her own business, Data Services.

Anderson earned her associate of arts degree in December 1988. She went on to earn a bachelor's degree in business administration from West Oahu College in July 1990 and a master's of business administration at Chaminade University in September 1991.

Now Anderson has come full circle, helping other students as she was once helped herself. She is the student employment coordinator in WCC's student services department.

"After the emotional and financial rug was pulled out from under me, I get a real joy out of paying my own way," she said. "Luckily, WCC helped me get my life back in order. I learned to become my own person here. I found out that I like who I am. I have goals and I am happier than I have ever been in my whole life."

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 55 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 all of the College's buildings unless otherwise designated.



Illicit Drugs and Alcohol

In conformance with the existing law, University faculty, staff and students are not permitted to manufacture, distribute, possess, use, dispense or be under the influence of illegal drugs and/or alcohol as prohibited by State and Federal law, at University-sponsored or approved events or on University property or in buildings used by the University for education, research or recreational programs. Consistent with its mission, the University will cooperate with law enforcement agencies responsible for enforcing laws related to the use of illegal drugs and alcohol. Students found in violation of this part shall be subject to the provisions of the student conduct code. Faculty and staff found in violation of this part are subject to disciplinary action as provided in collective bargaining agreements, University policy, and other applicable State laws and rules.

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.

Copies of policies governing the possession, consumption, serving and sale of alcoholic beverages on the University of Hawaii Windward Community College campus are available in the Office of Student Services and the Office of the Chancellor for Community Colleges.

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 Affairs for specific requirements.)

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

Official Withdrawal: The processing 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, third week for five-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 graduation with 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 Admissions and Records 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 Windward Community College after the passage of at least one semester (not including summer session); a student returning to the College after suspension is on probation during the semester of re-entry.
2. Notation of suspension is made on the student's permanent record.
3. Under extenuating circumstances, a waiver of suspension may be granted. The student must apply for waiver from the 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: CAROLYN DANIELE

Award-winning art student

When Carolyn Daniele moved from a small town in Massachusetts to Windward Oahu, she decided to follow her dream of becoming an artist. For the first time since graduating from high school in 1963, she decided to go to college.

Daniele said a big college would have inhibited her, but luckily she found Windward Community College.

"I was married at 18 and, after my kids were grown, moved to Kailua. I had never gone to college but wanted to try. WCC was close, but most of all it was small. I grew up in a small town, and anything big would have been intimidating."

Daniele went to WCC from Fall 1988 to Spring 1990. She started by taking only art courses but after getting the hang of it, added more classes each semester. She was surprised at maintaining a strong 3.8 grade point average.

"I took art classes to see if I could handle college and I loved it," she said. "I had no intention of getting a college degree, not me. I couldn't do that. Then I took other classes, writing and religion, and found I can do this."

"When I first went to WCC I didn't think I was very smart, but I overcame obstacles one at a time." Concentrating on ceramics, Daniele developed her skills and was encouraged by teachers to enter art shows and started winning awards. "My teachers encouraged me to develop my work and express myself. At WCC, students are welcomed with open arms."

Daniele said leaving WCC was like leaving her family, but she transferred to UH-Manoa and in Spring 1991 was named the outstanding ceramics student of the year.

"That award made me feel validated, that what I was doing was the right thing. WCC's strong support network made it happen for me."

Daniele advises students to use the counselors and teachers at WCC. "Don't think you can figure out the university system by yourself. You need expert help. I went for a dream and even when it got tough, I got help easily."

After earning her bachelor's degree, Daniele hopes to someday open her own ceramics studio and teach children.

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.	No grade points given (course credits awarded)

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, end of 3rd week for 5-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.

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	For an 8-week course, official withdrawal after the first week and prior to the end of the fifth week. For a 15-week course, official withdrawal after the third week and prior to the tenth week. For the OAT 5-week courses, official withdrawal after the first five days and before the end of the third week of each OAT class.	No grade points given (no course credits awarded)

If a student officially withdraws within the first three weeks of a semester, 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 for the 15-week classes, the 5th week of the 8-week classes, and the 3rd week of the 5-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. Auditing must be approved by instructor during the first week of classes.*

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 15-week semester schedule is maintained. Some courses are also scheduled for accelerated 8-week and 5-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 15-week term.

Students may develop a program of courses consisting solely of term I and II accelerated classes or 15-week classes or may choose classes of both lengths. Students receiving VA benefits are advised to consult with the College certifying officer to assure that combinations of 5-, 8-, and 15-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 15-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. Microcomputer applications (Certificate of Completion)
7. 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
INFORMATION AND COMPUTER SCIENCES (ICS) ..	100
POLITICAL SCIENCE (POLSC) ..	110, 180, 120, 130
PSYCHOLOGY (PSY)	100, 170, 202, 224, 240
SOCIAL SCIENCE (SSCI)	200
SOCIOLOGY (SOC)	100, 218, 231, 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
SPANISH (SPAN)	101, 102, 201, 202
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
OCEAN	220
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 , 152, 152L, 161, 161L , 162, 162L
GEOGRAPHY (GEOG)	101, 101L
GEOLOGY/GEOPHYSICS (GG)	101, 102, 103, 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.)

- Earn additional credits (in courses of the student's choice) to total at least 60 credits overall. These additional credits may be in any of the above 5 areas or in other courses the college offers.
- At least 12 of the credits for the A.A. degree must be earned at Windward Community College. A

maximum of 48 credits earned elsewhere may be transferred to WCC for application to the A.A. degree requirements.

- Maintain a minimum grade point average of 2.0.

Certificate Programs

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

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

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

Students completing Certificate program requirements must successfully complete from 12 to 36 credits in specified fields and maintain a grade point average of 2.0. At least 50% of the required courses in the major area (the final credits) must be earned at 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:

- Completion of the required core courses 30-33 credits. (Check program requirements for specific courses.)
- Completion of 15 to 18 credits in an area of specialization.
- Completion of 12 credits in General Education courses including Math.
- 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.
- The minimum grade point average must be 2.0.

Agricultural Technology Program

The curriculum is designed for students desiring entry-level employment or to enhance their skills in the field of Plant Landscaping (landscape maintenance, turfgrass maintenance, nursery operations, and/or retail plant outlets). Students must complete 12 credits of required core courses and select a 4-credit specialization* Landscape Maintenance or



PROFILE: GARY OKUDA
Attorney

Gary Okuda is now a partner in the successful local law firm Lue & Okuda. But Okuda said he wouldn't be so where he is today without Windward Community College.

"If I had gone directly to UH-Manoa out of high school, I don't think I would be a lawyer today," Okuda said. "By my third year I would have probably dropped out of school. It's easy to lose your focus in a crowd."

Okuda said Windward teachers taught him more than just memorization of facts from books. He learned to look at the broader picture in the community and in life.

He graduated from Kailua High School in 1974 and went to WCC for three semesters, taking required coursework and learning about his community.

"The teachers at Windward offer a quality education," he said. "I was taught to look at issues and ask, 'How does this relate to my community?'"

In the early '70s, many of Windward's students were Vietnam vets, active in local politics. He saw first-hand the farmers being evicted from Waiahole-Waikane Valley on the Windward side. The implications of the evictions were discussed freely in his political science class.

"WCC teachers focused on the broader picture. What kind of place do we have here in Hawaii and where do we want to be in 20 or 40 years? I saw my classmates at Manoa only concerned with grades, dropping out and at a loss for direction. At Windward I began to think about how I could have an effect on the community, and I saw the benefit of having a law degree."

Okuda did go on to take classes at the University of Hawaii. He earned a bachelor's degree in political science and was honored as a Phi Beta Kappa along the way. He went on to the University of California at Davis and received his law degree in 1981.

"My folks had to mortgage the house to send me to law school but it was worth it. For me, college started at WCC. When my kids are old enough, I plan to send them to Windward before anywhere else. It is that good of a school."

Turf-grass Maintenance. All courses are taught with a "hands-on, learn-by-doing" philosophy. Students are expected to make sound decisions to real life horticultural and environmental situations.

Upon successful completion of the coursework, the student will be awarded the Certificate of Completion in Plant Landscaping.

*Specializations may change depending on current employment demands. Details on these specializations can be obtained from a program instructor or counselor.

Certificate of Completion—Plant Landscaping (16 credits)

Required Courses		Course Credits	Total Credits
AG 20	Plant Science	3	
AG 32	Plant Disease & Pest Control	3	
AG 36	Pesticide Safety	1	
AG 45	Irrigation Principles & Design	3	
AG 93V	Cooperative Education	1	
AG 100	Agriculture Orientation: Careers	1	12
Area of Specialization*:			
Landscape Maintenance			
OR			
Turfgrass Maintenance			4
Total credits required for CC			16

*See program instructor or counselor for course selections.

Certificate of Completion—Agricultural Technology (15 credits)

Required Courses		Course Credits	Total Credits
AG 20	Plant Science	3	
AG 32	Plant Disease & Pest Control	3	
AG 36	Pesticide Safety	1	
AG 49	Plant Propagation	3	
	Elective	5	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 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
ENG 55	Business Communications	3
BUS 25	Starting a Business	3

Automotive Technology Department

Windward Community College offers the only college-level instruction in automotive repair on the Windward side of Oahu. The primary objective for the Automotive Technology Program is to provide training for individuals seeking employment within the automotive field as installers, mechanics, and technicians. A secondary objective is to provide opportunities for individuals to enter a variety of automotive related fields such as small engines, motorcycle, and heavy equipment repair. Cost of required tools and textbooks is approximately \$650.

The rapid advancement of technological knowledge has made it necessary for the person entering these fields to have a thorough foundation in the mechanical and technical aspects of the trade. To accomplish this goal two types of certificates are awarded to students in the AMT program: a Certificate of Completion and a Certificate of Achievement. **(The Certificate of Completion is in the process of being revised. Please consult the instructor or counselor for new course information and program requirements.)** The requirements and sequence for a Certificate of Achievement are listed below:

1st Semester	Hrs.	Credits
AMT 30, Engine	120	4
AMT 40C, Electrical System	210	8
2nd Semester		
AMT 40E, Ignition System	60	2
AMT 40B, Fuel System	75	3
AMT 53, Brakes	90	4
AMT 55, Suspension & Steering	105	3
3rd Semester		
AMT 46, Powertrain & Man. Trans.	150	6
AMT 50, Automatic Transmissions	150	6
4th Semester		
AMT 43, Air Conditioning	105	5
AMT 60, Diagnosis & Repair	195	7
Total Hrs. of Instruction	1,260	48

Business Programs

Accounting

The Accounting program is designed to provide two career levels for students desiring entry-level employment in the accounting field. Students are encouraged to see a counselor for assistance in course selection.

The **first** level is the Certificate of Achievement (32 credits) which prepares students for employment as payroll clerks, receivable/payable clerks, and accounting clerks. Courses focus on learning routine accounting and office procedures: formatting documents and using the calculator, microcomputer, and telephone.

The **second** level is the Associate in Science degree (61 credits), and courses taken for the Certificate of Achievement also apply here. This level further develops competencies in accounting and tax computation. It also provides an opportunity to learn more about business in general: business law, economics, principles of business.

Pre-major skills. Depending on placement test scores, students may be required to complete recommended Keyboarding, English courses and/or Basic Mathematics (Math 1) before enrolling in Business Communications or Business Math.

Certificate of Achievement—Accounting (32 credits)

Course	Course Credits	Total Credits
<i>Core Courses:</i>		
ACC 24B	Principles of Accting I, Part 1	2
ACC 24C	Principles of Accting I, Part 2	2
ACC 25*	Principles of Accting II	3
ACC 26*	Principles of Accting III	3
ACC 32	Payroll and HI General Excise Tax Accounting	3
BUS 55	Business Math	3
BUS 70	Human Relations in Business	3
ENG 55	Business Communications	3
LAW 30	Principles of Business Law	3
OAT 23	Document Formatting	4
OAT 50	Clerical Office Procedures	3
Total credits required for CA		32

*ACC 201 and 202 may be substituted for ACC 24B/C, 25 and 26

Associate in Science Degree—Accounting (61 credits)

Course	Course Credits	Total Credits
<i>Core Courses:</i>		
ACC 24B	Principles of Accting I, Part 1	2
ACC 24C	Principles of Accting I, Part 2	2
ACC 25*	Principles of Accting II	3
ACC 26*	Principles of Accting III	3
ACC 32	Payroll and HI General Excise Tax Accounting	3
ACC 50	Using Computers in Accounting	3
ACC 55	Accounting Applications for Microcomputers	3
BUS 25	Starting a Business OR	
BUS 120	Principles of Business	3
BUS 55	Business Math	3
BUS 70	Human Relations in Business	3

ENG 55	Business Communica- tions	3	
LAW 30	Principles of Business Law	3	
OAT 23	Document Formatting	4	
OAT 50	Clerical Office Procedures	3	
			41

*ACC 201 and 202 may be substituted for ACC 24B/C, 25 and 26

Electives:

Economics Cluster (select one)			
ECON 101	Consumer Economics	3	
ECON 120	Intro to Economics	3	
ECON 131	Principles of Macroeconomics	3	3
Business Electives (select 5 credits)			
ACC 34	Income Tax Preparation	3	
ACC 93V	Cooperative Education	1-4	
BUS 25	Starting a Business		
OR			
BUS 120	Principles of Business	3	
BUS 44	Survey of Investments	3	
BUS 50	Principles of Insurance	3	
COMUN 145	Interpersonal Communi- cation		
OR			
SP 151	Personal and Public Speech	3	
DP 115	Microcomputer Applica- tions	3	
ICS 100	Computing Literacy and Applications	3	
MGT 18	Introduction to Super- vision	3	
MGT 120	Principles of Manage- ment	3	
OAT 34	Word Processing	1	
OAT 43	Professional Develop- ment	3	5
General Education Requirements***			
	Humanities	3	
	Social Sciences	3	
	Math 100 or higher/Logic	3	
	Natural Sciences	3	12
***See pages 18 and 19 for requirements			
Total Credits Required for A/S			61

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: Keyboarding and BUS 55, Business Math 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 Communi- cations		
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 Communica- tions	3	
FIN 121	Principles of Finance	3	
LAW 30	Principles of Business Law	3	
MGT 18	Introduction to Supervi- sion	3	
Elective (Group II)**		3	15
Program exit point for Certificate of Achievement			31
Third Semester			
Computer Science Cluster (select one)		2-3	
ICS 100	Computing Literacy and Applications		
DP 115	Microcomputer Applica- tions		
ICS 50	Introduction to Micro- computer Skills		
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)			
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			X
***General Education			3	
Humanities			3	
Social Science			3	
MATH 100 or higher/PHIL 210			3	
Natural Science			3	
			<u>12</u>	

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

Information and Computer Science Certificate of Completion in Microcomputer Applications (18 credits)

This certificate program is designed to enhance the skills of individuals already working in positions using microcomputers as well as prepare students for entry-level employment in professions requiring microcomputer skills. Individuals will be trained in the basic operations of a microcomputer to have the expertise, knowledge, and technical skills to operate and maintain a microcomputer and to perform functions using industry-standard business applications software—i.e., word processing, spreadsheet, database, presentation graphics, and desktop publishing.

Core Courses

		Course Credits	Total Credits
ICS 100	Computing Literacy and Applications	3	
DP 113	Database Fundamentals	3	
DP 115	Microcomputer Applications	3	

DP 120	Spreadsheet Fundamentals	3	
DP 140	Elementary Operating Systems	3	
Total Credits Required for CC			15
Elective Courses			
OAT 30	Information Processing	3	
DP 121	Microcomputer Topics	1-3	
ACC 24B & C	Principles of Accounting	2-4	
ACC 201	Elementary Accounting I	3	
Total Elective Credits Required for CC			<u>3</u>
			18

Keyboarding or equivalent is recommended for all courses in the certificate program.

Office Administration and Technology (OAT)

The curriculum is designed to provide three career levels for students desiring entry-level employment in offices. Students are encouraged to see a counselor for assistance in course selection.

The **first** level is the Certificate of Completion which prepares students for employment as clerks, copy typists, clerk-typists, and receptionists. Courses will focus on learning routine office procedures: filing, formatting documents, and using the calculator, photocopier, and telephone.

The **second** level is the Certificate of Achievement, and courses taken for the Certificate of Completion also apply here. This level develops competencies in accounting, information processing, and machine transcription for office positions requiring more advanced skills. These skills include journalizing, composing letters, preparing short reports, and editing rough drafts. After completing core courses, students select a specialization*:

Administrative Assistant—Prepares students for general office positions requiring shorthand, transcription, and setting priorities.

Medical Transcriber—Prepares students for office positions in various health care facilities where knowledge of medical terminology is essential.

Information Processing Specialist—Prepares students for positions requiring the use of the microcomputer and popular word processing, database, and spreadsheet programs.

*Specializations may change depending on current employment demands. Details on these specializations can be obtained from a program instructor or counselor.

The **third** level is the Associate in Science degree. Courses taken for the Certificate of Completion and the Certificate of Achievement apply toward the A.S. degree. In addition, students complete 17 or 18 credits of required and elective courses as well as 12 credits of general education courses. Students are prepared for employment as administrative aides, secretaries, and information processors.

Pre-major skills. Depending on placement test scores, students may be required to complete recommended English courses and/or Basic Mathematics (Math 1) before enrolling in Business Math.

Certificate of Completion—Office Administration and Technology (19 credits)

		Course Credits	Total Credits
BUS 55	Business Math	3	
BUS 70	Human Relations in Business	3	
ENG 22	Introduction to Expository Writing OR		
ENG 100	Expository Writing	3	
OAT 21	Keyboarding	3	
OAT 23	Document Formatting	4	
OAT 50	Clerical Office Procedures	3	
Total Credits Required for CC			<u>19</u>

Certificate of Achievement—Office Administration and Technology (36–37 credits)

		Course Credits	Total Credits
ACC 24B	Principles of Accting I, Part 1	2	
BUS 55	Business Math	3	
BUS 70	Human Relations in Business	3	
ENG 22	Introduction to Expository Writing OR		
ENG 100	Expository Writing	3	
ENG 55	Business Communications	3	
OAT 21	Keyboarding	3	
OAT 23	Document Formatting	4	
OAT 30	Information Processing	3	
OAT 50	Clerical Office Procedures	3	
OAT 80	Machine Transcription	3	
			<u>30</u>

To complete the Certificate of Achievement, students select a specialization:

Areas of specialization*:			
	<i>Administrative Assistant</i>	7	
	<i>Medical Transcriber</i>	7	
	<i>Information Processing Specialist</i>	6	
Specialization Credits			<u>6–7</u>
Total Credits Required for CA			<u>36–37</u>

*See Counselor for course selection

Associate in Science Degree—Office Administration and Technology (66–67 credits)

		Course Credits	Total Credits
ACC 24B	Principles of Accounting I, Part 1	2	
ACC 24C	Principles of Accounting I, Part 2	2	
BUS 55	Business Math	3	
BUS 70	Human Relations in Business	3	
BUS 120	Principles of Business	3	
COMUN 145	Interpersonal Communications OR		
SP 151	Personal and Public Speech	3	

ENG 22	Introduction to Expository Writing OR		
ENG 100	Expository Writing	3	
ENG 55	Business Communications	3	
MGT 18	Introduction to Supervision	3	
OAT 21	Keyboarding	3	
OAT 23	Document Formatting	4	
OAT 30	Information Processing	3	
OAT 31	Information Processing Applications	3	
OAT 50	Clerical Office Procedures	3	
OAT 80	Machine Transcription	3	
			<u>44</u>

To complete the Associate in Science degree, students complete a specialization: administrative assistant, medical transcriber, or information processing specialist. Then students select 3–4 credits of electives and 12 credits in general education.

Specialization Credits	<u>6–7</u>
	<u>50–51</u>

Electives (select 3 or 4 credits)			
ACC 32	Payroll Accounting	3	
DP 113	Database Fundamentals	3	
DP 115	Microcomputer Applications	3	
DP 120	Spreadsheet Fundamentals	3	
LAW 30	Principles of Business Law	3	
OAT 93V	Cooperative Education	1–4	3–4
General education			
	Humanities	3	
	Social Sciences	3	
	Language Arts	3	
	Natural Science	3	
Total Credits Required for A/S			<u>12</u>
			<u>66–67</u>

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 (WTP)

The Windward Transition Program recognizes the special needs of individuals who have fulfilled the traditional roles within the family and who must now become financially self-sufficient or wish to enter college or find a rewarding career. The target population is the single parent/displaced homemaker, re-entry individuals and other adult students seeking new directions in their personal and career lives. 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 six (6) credit package in one semester: IS 111 and IS 112.

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.

Aerospace Lab

The Aerospace Lab is a Windward Community College Project conducted in affiliation with the Hawaii State Department of Education. As a resource center for aerospace education, the Aerospace Lab provides instructional materials and services in astronomy, astronautics (rocketry), aeronautics (aviation) and atmosphericology (weather and climate). The facility is currently located at Puohala Elementary School (45-233 Kulauli Street, Kaneohe) Room A-10.

A library of aerospace books, magazines, audio and video tapes, 35mm slides, posters, curricular programs, microcomputer software and demonstration models is available to teachers and students. Lending hours are Monday through Thursday from 2:30 to 5:00 p.m.

School tours of the Aerospace Lab are also offered on a reservation basis. Visitors can explore the world of science at the Discovery Pad (a hands-on exhibit area) as well as view numerous displays depicting air and space exploration from early flight to the future.

The Aerospace Lab also sponsors teacher workshops and offers consultation to students and teachers alike on aerospace education and science projects. All services are free of charge. For inquiries and reservations contact Dr. Joseph Ciotti (Project Director) at 235-2631.



EXCELLENCE IN TEACHING WCC 1991 WINNER: DAVE RINGUETTE

David Ringuette, WCC's agriculture instructor, said winning the 1991 Excellence in Teaching Award is an honor he owes to his students.

"It's an award I feel came from the students. It's their feedback that has made me become a better teacher," Ringuette said. "You cannot walk in the door and be an excellent teacher. It is a great feeling to know your students and peers think you are doing a good job."

At Windward's greenhouse facility, Ringuette teaches the Agriculture Technology Program in which students can earn a certificate in plant landscaping.

His philosophy of teaching is to combine the classroom work with field work and to treat plants like a doctor cares for patients. "We can talk in class about soil and pH and nutrients but that won't tell you why a plant is not doing well or why its leaves are turning yellow. I try to get the students to look at the symptoms and to become problem solvers."

Ringuette lives by his personal teaching guidelines. "A good teacher is one that is prepared for class, not fumbling around in front of the chalkboard," he said. "Being honest with students is important. Be able to admit you don't know everything and learn from your mistakes. And have a commitment to the profession. Really want to get to a point where your student can learn, not just the facts, but how to apply what they learn."

Ringuette's agriculture classes do not attract the average college student. Most of the students in the program are focused on learning new skills to find a job in landscaping, turf grass maintenance or other forms of agriculture. Some are backyard gardeners who want to discover how to make their gardens grow better.

"No one takes agriculture courses to fulfill requirements for a liberal arts degree," he said. "These people

are interested in plants and how they grow. This type of motivated student makes teaching a lot easier."

Ringuette, who was raised on a farm in Connecticut, earned his bachelor's degree in environmental science at Johnson State College in Vermont and his master's in general agriculture at California Polytechnic State University. He also spent two years with the Peace Corps teaching aquaculture in Morocco. He moved to Hawaii in 1985 and taught agriculture on Molokai for a year before moving to Oahu and taking a teaching position at WCC.

Ringuette, a Waimanalo resident, sees a continued need for trained landscapers and turf grass specialists for Hawaii's hotels and golf courses.

"Some 44 golf courses are proposed for the state but not all of them will be built," he said. "Not only will this create jobs but if in 20 years we don't like golf courses anymore it is easy to change. Golf courses are flexible. Once a shopping center is built on a site, that's it."

In his "free" time, Ringuette is building a turfgrass/landscape maintenance training facility on 6 acres next to the college's greenhouse. The facility, which is being constructed by volunteers with materials donated by private builders, will have three putting greens and three tees. The project will give students hands-on experience in landscaping, learning what type of grass to grow in certain areas and how to use chemicals properly.

Ringuette said WCC's bucolic atmosphere helps make it a good place to learn. "This is not a pushy place. The campus is open and relaxed," he said. "We have the trees and mountains, no parking hassles and most important of all, a committed faculty giving a lot of individual attention."

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. (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. (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 and Hawaii General Excise Tax Accounting (3)

An introduction to the principles, procedures, and terminology for business applications of payroll and payroll tax accounting. An introduction to the Hawaii general excise and use tax law, including preparation of application for license and returns. (Offered spring semester only.) (3 hrs. lect.)

Prerequisite: ACC 24B, 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 50 Using Computers in Accounting (3)

An intensive, practical course in computerizing a manual general ledger and payroll system using MAS 90. Incorporated into the course are bank reconciliations, payroll tax deposits and return, general excise tax returns and financial statements. (3 hrs. lect.)

Prerequisite: ACC 24C and ACC 32.

ACC 55 Accounting Applications for Microcomputers (3)

An intensive course in use of spreadsheets on microcomputers. Financial and managerial accounting applications will be emphasized using Lotus 1-2-3. (3 hrs. lect.)

Prerequisite: Completion of or concurrent registration in ACC 25 or 202.

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 20 Plant Science (3)

The study of plant morphology, anatomy, physiology, classification, growth, growth regulators, and propagation. (2 hrs. lect.; 2 hrs. lect./lab.)

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 32 Plant Disease and Pest Control (3)

Principles involved in controlling plant diseases and pests, including bacteria, fungi, nematodes, insects, and weeds. Physiological disorders, and proper and safe methods of pesticide application. (2 hrs. lect.; 2 hrs. lect./lab.)

AG 36 Pesticide Safety (1)

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

AG 40 Turfgrass Equipment (1)

Teaches the operation and maintenance of equipment used in turfgrass operations. (2 hrs. lect./lab.)
Prerequisite: Completion of or concurrent registration in AG 82.

AG 44 Landscape Equipment (1)

Teaches the operation and maintenance of equipment used in landscape operations. (2 hrs. lect./lab.)
Prerequisite: Completion of or concurrent registration in AG 80.

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 80 Landscape Maintenance (3)

Application of horticultural principles and practices to the maintenance of plants in the landscape. Emphasis on trees, shrubs, and annuals. (2 hrs. lect.; 2 hrs. lect./lab.)

Prerequisite: AG 43 or equivalent.

AG 82 Turfgrass Management (3)

Identification planting, and maintenance of turfgrass for home, park, and golf areas. Discusses watering, fertilizing, insects, disease, and weed control in turfgrass. (2 hrs. lect.; 2 hrs. lect./lab.)

Prerequisite: Completion of or concurrent registration in AG 43.

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. Independent fieldtrips to art galleries may be required. (3 hrs. lect.)

ART 105B Ceramics Studio Handbuilding I (3)

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

ART 105C Ceramics Studio Wheelthrowing I (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 106 Introduction to Sculpture (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 or consent of instructor.

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 123 Introduction to Painting (3)

This course is an introduction to oil painting and covers the technical information needed for successful

painting. The craft of painting and the traditions that have evolved since the Renaissance are emphasized. (2 hrs. lect.; 4 hrs. studio)

Recommended: ART 101 or concurrent.

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, or consent of instructor.

ART 208 Intermediate Photo: Color Studio (3)

Color in photography emphasizing communication and self-expression. Lectures, demonstrations and projects. Students must supply camera and materials. (2 hrs. lect.; 4 hrs. studio)

Prerequisite: ART 101, 107, 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 Intermediate Painting (3)

Survey of late 19th and early 20th century studio practice. Completion of paintings which concentrate on historical styles as well as on a more personal direction. (2 hrs. lect.; 4 hrs. studio)

Recommended: ART 101, 113, 114, 123 or consent of instructor.

ART 243 Ceramics Studio HandBuilding II (3)

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

Prerequisite: ART 105B or consent of instructor.

Recommended: ART 101, 106.

ART 244 Ceramics Studio Wheelthrowing II (3)

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

Prerequisite: ART 105B, 105C, or consent of instructor.

Recommended: ART 101, 106.

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.



PROFILE: LEILANI MOSS

*Secretary to the Provost
Windward Community College*

When Leilani Moss graduated from high school in 1964, she said she had no idea what she wanted to do.

"Back then, girls went to work and boys went to college. You know, the old premise," she recalled.

Moss credits WCC with helping her get past that outmoded thinking, to eventually earn her bachelor's degree in psychology from UH-Manoa in 1986.

The road, however, was anything but easy. She earned her bachelor's degree the same way she earned her associate in arts degree at WCC—by taking classes only at night.

"I'd take two classes a semester," she explained. "I'd put in a regular workday, then drive to school. That kind of schedule really burns you out."

It was the same determination that eventually led her to her current job as secretary to WCC's Provost Pete Dyer. Prior to that, she handled top secret communication as a federal civil service employee in the mid-'60s and worked as a clerk-stenographer for the UH School of Medicine for 11 years.

She began taking WCC evening classes in 1974. "I was surprised to find I did well in subjects like botany and oceanography," she said. "So I just kept working during the day and taking classes at night.

"I graduated from Windward in 1979, then came to work on campus in 1981," she said. "It was almost as if I never left."

Moss said she appreciates WCC's friendly people and the beauty of the campus. But most of all, she's grateful for the chance to make good on a dream.

"I never thought I'd go to college," she said. "WCC gave me the footing I needed and the feeling that I could get my degree. It's a good place for getting the foundation that enables you to go on.

"When I was in high school, college was the furthest thing from my mind. But WCC helped me see that I could accomplish whatever I set my mind to."

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)**

AMT 30 Engines (4)

This course covers all components found in the modern internal combustion engine. The course is designed to provide students with an understanding of the fundamental operation and construction of internal combustion engines. Instruction will include theory and laboratory (shop) activities which students learn how to inspect, service, maintain, repair, and diagnose internal engine malfunctions. (2 hrs. lect.; 6 hrs. lab.)

Recommended Preparation: 10th grade reading level (Nelson Denny score of 65 or higher), valid driver's license and medical insurance.

AMT 40B Fuel Systems (3)

Presented in this course are the fundamentals of feed back (computerized) carburetion, electronic fuel injection, and emission control systems. Training is provided in the adjustment, overhaul, and diagnosis of these systems. Included are the use of specialized testers such as the 4 gas infrared exhaust analyzer, electronic scanner, pressure/vacuum meters, and specialized electronic testers. (2 hrs. lect.; 3 hrs. lab.)

Prerequisites: AMT 30 and AMT 40C or consent of instructor.

AMT 40C Electrical Systems (8)

This course is designed to provide students with the essential theories and practical skills in servicing and repairing: batteries, starting, charging, and lighting system. Various other electrical accessories and circuitry will also be covered and the application of solid state devices such as semiconductors, integrated circuits, and micro-processors. (5 hrs. lect.; 9 hrs. lab.)

Recommended Preparation: 10th grade reading level (Nelson Denny score of 65 or higher), valid driver's license and medical insurance.

AMT 40E Ignition Systems (2)

The course covers the operation of solid-state electronic ignition systems, control modules, primary circuitry, and triggering devices found on manufactured automobiles. Along with the various types of systems, the use of diagnostic equipment and tests procedures will be covered to isolate ignition related

problems. These equipment include distributor testers, oscilloscopes, computer scan testers, and specialized meters. (1 hr. lect.; 3 hrs. lab.)

Prerequisites: AMT 30 and AMT 40C or consent of instructor.

AMT 43 Air Conditioning (5)

This course covers the fundamental theory, diagnostic, service, and repair practices of automotive air conditioning and climate control systems. Presented in the course are the operation and function of vacuum, electrical, refrigeration circuits, and computer control components. Training is provided in the use of manifold gauges, leak detectors, and approved recovery/charging systems. (4 hrs. lect.; 3 hrs. lab.)

Prerequisites: AMT 30, AMT 40C, AMT 40E, AMT 46, and AMT 50 or consent of instructor.

AMT 46 Powertrain & Manual Transmissions (6)

The various designs of manual transmissions and transaxles are covered in this course along with the many drive line components found in the undercarriage of the automobile. Each major component is covered in detail, included are such topics as purpose, application, operation, inspection, diagnosis, and repair of drive train components. (4 hrs. lect.; 6 hrs. lab.)

Prerequisites: AMT 53 and AMT 55 or consent of instructor.

AMT 50 Automatic Transmissions (6)

This course explains the fundamental principles of automatic transmission design and operation found on both Front Wheel Drive (FWD) and Rear Wheel Drive (RWD) automobiles. Service and overhaul procedures are given on a various import and domestic automatic transmissions according to manufacturer's standards. (4 hrs. lect.; 6 hrs. lab.)

Prerequisites: AMT 53 and AMT 55 or consent of instructor.

AMT 53 Brakes (4)

This course covers the fundamental principles of operation and practical application needed to perform repairs to automotive braking systems. Various mechanical, hydraulic, vacuum, electrical, and computer devices incorporated in the automobile's braking system will be covered. Also, included in the course is an introduction to Anti-lock Braking Systems (ABS) manufactured by Teves, Bosh, Delco, and Kelsey-Hayes. (3 hrs. lect.; 3 hrs. lab.)

Recommended Preparation: 10th grade reading level (Nelson Denny score of 65 or higher), valid driver's license and medical insurance.

AMT 55 Suspension & Steering (3)

This course is designed to meet the training needs of today's automotive suspension system specialist. Presented throughout the course is a balance of fundamental information and current service practices. All

types of suspension and steering components found in the automobile are covered to include steering geometry and wheel alignment of 2 and 4 wheel steering automobiles. (1 hr. lect.; 6 hrs. lab.)

Recommended Preparation: 10th grade reading level (Nelson Denny score of 65 or higher), valid driver's license and medical insurance.

AMT 60 Diagnosis & Repair (7)

This course deals with the systematic diagnostic approach to isolate malfunctions of computerized engine control systems. In this course students will be introduced to various components and their relationship to others in a computerized engine control system. The course covers accessing service codes, analysis of driveability symptoms, and pin point test procedures to electronic sensors and actuators. Subject areas include: electronic ignition, fuel injection, emission control, microcomputers and related electronics. (4 hrs. lect.; 9 hrs. lab.)

Prerequisites: AMT 30, AMT 40C, AMT 40E, AMT 43, AMT 46, and AMT 50 or consent of instructor.

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. (Offered fall semester.) (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 Business Math (3)

Develops business math skills in computing simple and compound interest, payroll, invoices, metric measurements, mark ups and mark downs, depreciation, and similar business applications using the electronic calculator. (3 hrs. lect.)

Prerequisite: Math 1

BUS 70 Human Relations in Business (3)

A practical approach to developing appropriate business attitudes and behaviors. Course includes building a professional image, group processes, interpersonal communications, telephone etiquette, and goal setting. (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 20C Electronic Calculators (1)

Covers ten-key by touch, addition, subtraction, multiplication, division, percentages, and extensions. Speed requirement upon completion, 100 net depressions per minute. (1 hr. lect.)

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 152 Survey of Organic and BioOrganic Chemistry (3)

Structure, nomenclature, properties and reactions of organic compounds will be studied with emphasis on those compounds of practical importance in life science and related fields. (3 hrs. lect.)

Prerequisite: CHEM 151 or equivalent.

CHEM 152L Survey of Organic and BioOrganic Chemistry Laboratory (1)

Techniques of preparation, purification, and identification of organic compounds. (3 hrs. lab.)

Prerequisite: CHEM 151L and completion or concurrent registration in CHEM 152.

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 develops 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. (2 hrs. lect.; 3 hrs. lab)

Prerequisite: Math 25 or equivalent or consent of instructor.

DP 121 Microcomputer Topics: Desktop Publishing (4)

This course is an introductory course in desktop Publishing. Basic typography and layout and design on the computer is presented. Students will develop skills to produce simple publications such as flyers, newsletters, and a chapter for a book. (2 hrs. lect.; 2 hrs. lect./lab)

DP 140 Elementary Operating Systems (3)

This course examines and compares several operating systems used on microcomputers. Although the emphasis will be on MS and PC DOS, comparisons will be made to Unix, Xenix, and Vax/VMS operating systems as well as the Macintosh Operating System, Multifinder. (2 hrs. lect.; 3 hrs. lab)

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

ENG 1 Reading I (3)

Provides individualized instruction in phonics, word attack skills, vocabulary, spelling, reading comprehension, and basic writing. (3 hrs. lect.; 3 hrs. 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. Course requires lab work in addition to class time. (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 lab work 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 per week 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. Reviews English grammar, punctuation, word usage, and letter formats. Emphasis on writing business correspondence. (3 hrs. lect.)

Prerequisite: C grade or better in ENG 22/100 or equivalent and OAT 21 or keyboarding speed of 35 wpm.

ENG 100 Expository Writing (3)

A composition course on the writing process including description, narration, exposition, and argument. Course stresses unity, development, organization, coherence, and other basic writing skills necessary for college writing. For all sections of ENG 100 designated as Computer Assisted Instruction (CAI), two (2) hours of computer lab per week is required in addition to class time. (3 hrs. lect.)

Prerequisite: ENG 22 or score of 76 or above on the Nelson-Denny Reading Test. For all sections of ENG 100 designated as Computer Assisted Instruction (CAI), students must have keyboarding skills or be concurrently enrolled in OAT 20B.

ENG 102 College Reading Skills (3)

Emphasizes speed, vocabulary, comprehension, and critical reading. Develops skimming, scanning, and

study reading techniques. Course requires lab work in addition to class time. (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. May emphasize certain types of writing in certain semesters. (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 clear, effective writing 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 writing; 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.

Note: See Journalism for additional writing courses.

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.

ESL 005 Basic English Skills for the Non Native Speaker (4)

A basic English course designed for the non-native speaker of English whose reading levels are below the 7th grade level. It is designed to integrate read-



PROFILE: RAY SANBORN

Executive director, Kama'aina Care

Once you enroll for classes at Windward Community College, you become part of a special family that guides you, cares for you and helps you succeed. Ray Sanborn, a 1977 graduate of WCC, is part of that family, and he keeps coming back for more.

"I keep going back to Windward, taking more classes in art and about computers for my business. WCC is a beautiful place, and it's part of the community," Sanborn said. "I love living on the Windward side and in Kaneohe. It's nice to have WCC here."

Sanborn, now a successful businessman with a growing company, is the executive director of Kama'aina Care, a non-profit corporation providing educational care for Windward Oahu children.

Kama'aina Care runs the A+ program for 11 Windward schools from Haleiwa to Waimanalo. Since starting the company in 1987, the staff has grown from three to 150, teaching more than 1,800 children every day.

Sanborn, who has lived in Windward Oahu since he was in the 6th grade, credits his WCC family with starting him on the road to success.

"Windward Community College not only is conveniently located, but it is also a lot more intimate than bigger schools like UH. At WCC there would only be 14 to 20 students in a class, but at UH there are 200 or more in the same class. WCC is more personal. Windward made it easier to fill core requirements and move on to finish school."

After receiving his associate degree from WCC, Sanborn went on to earn a bachelor's in education from the University of Hawaii at Manoa in 1981.

He came back to WCC as the school's volleyball instructor for two semesters in 1983 and 1984. Sanborn now helps other WCC students by hiring them to work with his afterschool and summer programs.

Sanborn advises students to finish school and earn their college diploma.

"Your degree will really pay off in the long run. Now that I'm an employer, when I see an applicant who shows me a degree, I know they can follow through. It gives some credibility that they can finish what they start."

ing, writing, speaking, and listening skills. (4 hrs. lect.; 1 hr. lab.)

Prerequisite: Non-native speakers with Nelson-Denny scores below 46.

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 practical study of financial management as it relates to business organizations. Relevant topics covered include fundamental financial concepts and environment, financial statement analysis, working capital management, sources of financing and investment decisions. (3 hrs. lect.)

FRENCH (FR)

FR 101 Elementary French I (4)

An elementary course in basic conversation, grammar, and reading conducted mostly 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 The Natural Environment (3)

Survey of the 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 The 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. Required field trips during regular class hours. (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 interrelationships and interactions of each region's ideological, economic, political, and physical elements. (3 hrs. lect.)

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. (3 hrs. lect.)

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 Historical Geology (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 103 Geology of the Hawaiian Islands (3)

Hawaiian geology and geologic processes: origin of Hawaiian Islands, volcanism, rocks and minerals, land forms, stream and coastal processes, landslides, earthquakes and tsunamis, ground water, geologic and environmental hazards. Field trips arranged. (3 hrs. lect.)

Note to Students: Any one of the following courses meets the laboratory/field trip requirement for GG 103. Each lecture and laboratory/field trip course requires a separate registration. Each course costs approximately \$150.

GG 210 O'ahu Field Geology (1)

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

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 Hawai'i. A survey of Hawaiian volcanic processes is illustrated by studying Kilauea, Mauna Kea, Hualālai, and Kohala volcanoes. Students are responsible for air and ground transportation, meals, and lodging. (Offered fall semester only.)

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

GG 212 Maui Field Geology (1)

A four-day field trip on the island of Maui. A survey of Hawaiian volcanology and geomorphology illustrated by field studies of Haleakalā 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, Lāna'i, and Kaho'olawe Field Geology (1)

A four-day field trip on the islands of Moloka'i and Lāna'i. Field studies of East Moloka'i, West Moloka'i, Makanalua (Kalaupapa) and Lāna'i volcanoes, and an air tour of Kaho'olawe 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 Kaua'i and Ni'ihau Field Geology (1)

A four-day field trip on the island of Kaua'i. Field studies of Kōke'e (Waimea Canyon), Kolōa, and Hanalei areas and directed reading on Ni'ihau 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 21B Medical Terminology, Part 1 (1)

(Formerly: HLTH 21)

Introduction to the study of basic medical and allied health vocabulary with emphasis on word analysis, construction, definitions, pronunciation, spelling and standard abbreviations. Recommended for accounting and office administration and technology majors preparing to work in medical offices. (1 hr. lect.)

Prerequisite: ENG 21 or equivalent.

HLTH 21C Medical Terminology, Part 2 (1)

The course is designed to build a medical and allied health vocabulary beyond the level of a beginner. Word analysis skills developed in the prerequisite course are essential. The emphases are on enlarging vocabulary, increasing accuracy and gaining confidence in defining, spelling, pronouncing and forming medical words, symbols and abbreviations. (1 hr. lect.)

Prerequisite: HLTH 21B

HLTH 21D Medical Terminology, Part 3 (1)

This course is designed to expand a working medical and allied health vocabulary within a context of busi-

ness operations in the health care field. A working knowledge of common medical words, symbols and abbreviations and word analysis skills from previous courses is essential. The emphasis in this advanced course is on the application of medical terminology in common business operations such as billing, preparation of insurance forms, recordkeeping, and medical transcription. (1 hr. lect.)

Prerequisite: HLTH 21C or consent of instructor.

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. Offered as part of the Windward Transition Program. (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. (3 hrs. lect.)

ICS 111 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 requirements. The programming language used is Pascal. (3 hrs. lect.; 3 hrs. lab)

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 and 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 the re-entry individual, and 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 and 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 at-

tempting to gain insights into the movement of their lives. (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 maintain conversation and understanding at an elementary level. Provides for recognition and writing of Kana. (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, speaking and writing. (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 News Writing (3)

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

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

JOURN 205L News Writing (Grammar) Laboratory (1)

A course to help students improve language skills such as word usage, grammar, punctuation, syntax and spelling. Required for journalism majors. To be taken concurrently with JOURN 205 or with 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.

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 require only a minimal mathematics background:

Math 1
Math 24
Math 25
Math 100 or Math 27
Math 111

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.)

MILITARY SCIENCE (MSCI)

MSCI 105 Introduction to Military Science I (3)

Military Science 105 is instruction in military-related subjects, writing, small arms firing, survival skills, hiking, rope knots and rappelling, confidence building, exercise program, and customs and courtesies of the Army. (2 hrs. lect.; 5 hrs. lab.)

MSCI 106 Introduction to Military Science II (3)

Military Science 106 is a continuation of MSCI 105 and covers military-related subjects, writing, small arms firing, survival skills, hiking, rope knots, rappelling, confidence building, an exercise program, and customs and courtesies of the Army. (2 hrs. lect.; 5 hrs. lab.)

MSCI 205 Intermediate Military Science I (3)

Military Science 205 is the basic concepts of military leadership. Familiarization with the informal contract, concept of leadership, five types of leadership power, decision-making process, and styles of leadership. Involves military skills and related adventure-type training and basic individual survival skills. (2 hrs. lect.; 3 hrs. lab.)

MSCI 206 Intermediate Military Science II (3)

Military Science 206 covers individual and small unit military skills. Practical applications include combat first aid; basic wilderness survival skills; land navigation; and a knowledge of key military jobs, duties, and responsibilities. Involves field training to provide hands-on experience. (2 hrs. lect.; 5 hrs. lab.)

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 three musical instruments. Student 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 122C. Increased emphasis on piano/literature up to the Intermediate level. MUS 221C and MUS 222C must be taken in sequence. Student 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 122C 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. Student 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, environmental concerns, and human use of the oceans. 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 Basic Keyboarding, Part 1 (1)

Introductory keyboarding course covering alphabet taught on a microcomputer. (1 hr. lect.)

OAT 20C Basic Keyboarding, Part 2 (1)

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

Prerequisite: OAT 20B or equivalent.

OAT 21 Keyboarding (3)

Entry-level course which develops keyboarding by touch on a computer. Also covers reports, tables, and letters. Minimum speed of 35 wpm with five or fewer errors on a three-minute timed test is required by the end of the term. (2 hrs. lect.; 3 hrs. lab.)

OAT 23 Document Formatting (4)

Second-level course which develops ability to produce correspondence, tables, manuscripts, and other business forms. Integrates basic word processing concepts. 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)

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)

Introductory course covering basic concepts of word/information processing as well as basic and

intermediate 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)

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

Prerequisite: OAT 30.

OAT 34 Word Processing (Word Perfect) (1)

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

Prerequisite: OAT 21, OAT 20B, keyboarding ability or permission of instructor.

OAT 40B Filing (1)

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

Prerequisite: ENG 1.

OAT 40C Records Management (1)

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

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

OAT 41 Introduction to Office Skills (2)

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)

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)

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 keyboarding speed of 35 wpm and ability to format letters, tables and reports; ENG 22.

OAT 52 Administrative Office Procedures (3)

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 60B/C.

OAT 60B Beginning Symbolic Shorthand I (2)

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 keyboarding speed of 35 wpm.

OAT 60C Beginning Symbolic Shorthand II (2)

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 keyboarding 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 67 Abbreviated Writing (2)

An alphabet-based, fast writing system that enables students to take notes from readings and lectures. Minimum speed of 40 wpm for three minutes is expected upon completion of course. (1 hr. lect.; 2 hrs. lab/lect.)

Prerequisite: ENG 22; OAT 20B or 21.

OAT 80 Machine Transcription (3)

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

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

OAT 93V Cooperative Education (1-4)

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. Course will focus on issues such as the problem of determinism, the problem of induction, the problem of distributive justice, the problem of the highest good, the problem of the function of government. (3 hrs. lect.)

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

Social and individual values, obligations, rights, and responsibilities. Course will cover normative theories and their applications to business, medicine, ethics, and sexual relations. (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. Focus will be on Indian, Chinese, and Japanese traditions. (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 politics as a human activity. Discusses theories, ideologies, systems, and processes of politics. (3 hrs. lect.)

POLSC 120 Introduction to World Politics (3)

Formerly POLSC 220

Power economics and world politics from cross-national perspectives. Discussion of U.S. foreign policy since 1945. (3 hrs. lect.)

POLSC 130 Introduction to American Government (3)

Formerly POLSC 230

Focus on American politics and government on the basis of tradition and continuity. Covers: overview of constitutional development, institutions, processes, and participants of the American political system and alternative interpretations. (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)

Focus is on understanding, evaluating and improving adjustment. Includes study of theories, concepts and techniques concerning personal growth and behavior change. (3 hrs. lect.)

PSY 202 Psychology of Women (3)

Study of theories, concepts and issues relevant to the psychological and social development of women. Topics include: gender differences, personality, achievement motivation, moral development, autonomy, mental health, "victimization." (3 hrs. lect.)

Prerequisite: PSY 100 or consent of instructor.

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.)

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.

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.)

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.)

SPANISH (SPAN)

SPAN 101 Beginning Spanish I (4)

Introduces basic language structures of the Spanish language emphasizing speaking, writing, listening and reading. Drills and practice emphasized to provide students with the right pronunciation, vocabulary and the control of basic grammar. Introduction to Hispanic culture. (4 hrs. lect.; 1 hr. lab.)

SPAN 102 Beginning Spanish II (4)

Continues SPAN 101 through reading, speaking, writing and listening. Drills and practice emphasized. Utilizes articles, stories and songs. Deals with Hispanic culture and the basic knowledge of the history, geography, and the traditions of Spanish-speaking countries. (4 hrs. lect.; 1 hr. lab.)

Prerequisite: SPAN 101 or equivalent.

SPAN 201 Intermediate Spanish I (3)

Continuation of SPAN 102. Further refinement of basic language skills. Increased control over grammar and idioms in written and oral expression. Reading selections of Hispanic culture, society, history and literature. (3 hrs. lect.)

Prerequisite: SPAN 102 or equivalent.

SPAN 202 Intermediate Spanish II (3)

Continuation of SPAN 201. Further refinement of basic language skills including vocabulary development beyond the 201 level. Increased control over grammar and idioms. Includes reading selections on literature, culture and society. (3 hrs. lect.)

Prerequisite: SPAN 201 or equivalent.

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.

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. **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, Carl Perkins Loan Program, Stafford Opportunity Grants, 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



PROFILE: EDWARD SUZUKI

*Phi Beta Kappa graduate, UH-Manoa;
former chief clerk, State Supreme Court*

Edward K. Suzuki waited longer than most students to go to college. He graduated from Maui High School in 1944 and enrolled at Windward Community College in 1983.

Suzuki dreamed of a college education while working as a field laborer for Maui Pineapple Co., but family financial conditions prevented it. After serving in the army, he went to work for the state Supreme Court, retiring as chief clerk 30 years later.

When he finally got the chance to go to college, he chose Windward. "I live in Kaneohe, and WCC is close to home," Suzuki said. "After retiring I had my days free, and I always wanted a college degree. So I thought I'll give it a go and see what happens."

What happened is Suzuki earned high enough grades to be initiated into the Phi Theta Kappa honor fraternity in February 1986. He graduated in December 1986 with an associate degree in liberal arts.

"At Windward, the faculty are very helpful and friendly," he said. "They are always willing to give a helping hand."

Being one of the older students at WCC was not a problem for Suzuki. In fact, he said his age and work experience may have given him an edge.

"My work experience gave me a different outlook than the younger students. But in every class I became friends with some of the younger ones. They may have looked at me as their dad or even granddad," he said.

Suzuki said other senior citizens interested in taking college classes should give WCC a try because of its smaller classes, convenient location and personal attention from instructors and staff. But he also recommends the school for young students just beginning their college careers.

"It is better to get your feet wet at Windward rather than go to a larger college. The atmosphere is better, and Windward provides a good experience which will benefit you wherever you go. It was better for me to start school there and then move on," he said.

Following his interest in law, Suzuki went on to Kapiolani Community College and received an AA degree as a legal assistant in May 1988.

He then continued at UH-Manoa, earning a bachelor's degree in December 1990. He was selected for membership in Phi Beta Kappa honor society at UH as his daughter had been a few years before.

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 Logiakis (Education matters) Phone: 956-3865	Office of the Chancellor for Community Colleges 2327 Dole Street Honolulu, Hawaii 96822
Peggy Hong (Employment matters) Phone: 956-3874	Phone: 956-8592

Suzanne Kita EEO/AA Coordinator	Windward Community College
Steve Nakasone Section 504 Coordinator	45-720 Keaahala Road Kaneohe, Hawaii 96744 Phone: 235-0077

Discrimination Complaints

Students, employees, or applicants for admission or employment who believe that they have been discriminated on the basis of race, sex, age, religion, color, ancestry, physical handicap, marital status,

veteran's status or arrest and court record may file a complaint with the EEO/AA coordinator. The EEO/AA coordinator will explain the available avenues of recourse and direct the person to the appropriate Hearing Officer.

Students may also file complaints of discrimination with the Office of Civil Rights, U.S. Department of Education.

Student Academic Grievance Procedures

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 may also file complaints of discrimination with the Office of Civil Rights, U.S. Department of Education, Old Federal Building, 50 United Nations Plaza, Rm. 239, San Francisco, California 94102. Phone: (415) 556-7035.

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

Dean of Student Services
Windward Community College
45-720 Keaahala Road
Kaneohe, Hawaii 96744
Phone: 235-7413

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.

The process of addressing allegations of misconduct or facts of discrimination are described in the procedures for *Handling Impermissible Behavior and the Academic Grievance Procedures* and in CCCM No. 2210 UH Community College Procedure and Guidelines Relating to Complaints of Discrimination. 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 or acts of discrimination are described in the procedures for *Handling Impermissible Behavior and the Academic Grievance Procedures* and in CCCM No. 2210 UH Community College Procedure and Guidelines Relating to Complaints of Discrimination. 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, located in the Admissions and Records Office, 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.



Staff



University of Hawaii Board of Regents

H. Howard Stephenson, Chairperson
 Momi W. Cazimero
 Robin K. Campaniano
 Edward M. Kuba
 Lee A. Ohigashi
 Ruth N. Ono
 Diane J. Plotts
 Herbert M. Richards, Jr.
 Roy Y. Takeyama
 John T. Ushijima
 Dennis R. Yamada

The University of Hawaii

Albert J. SimonePresident
 Hamilton McCubbinSenior Vice-President
 of Academic Affairs
 David E. YountVice-President for Research
 and Graduate Education
 Rockne C. FreitasVice-President,
 University Relations
 Ralph T. HoriiVice President,
 Finance and Operations
 Rodney T. SakaguchiDirector,
 Budget Office

Colleen O. SathreDirector, Planning,
 Policy and Institutional Research
 James H. TakushiDirector, Personnel

Office of the Chancellor for Community Colleges

Joyce S. TsunodaChancellor for
 Community Colleges
 George S. HigaVice-Chancellor for
 Administrative Services
 Michael T. RotaVice-Chancellor for
 Academic Affairs
 Melvyn K. SakaguchiVice-Chancellor for Student
 and Community Affairs

Windward Community College: Administration

Peter T. DyerProvost
 Hiroshi KatoDean of Instruction
 Mike GarciaAssistant Dean of Instruction
 Don KilleenAssistant Dean of Instruction
 Roy FujimotoDirector for Community Services
 Sandra MatsuiDean of Student Services
 Steven NakasoneDirector for Administrative
 Services

Windward Community College: Staff and Faculty

- CLAYTON AKATSUKAInstructor, Mathematics
M.Ed., University of Hawaii
Fifth Year Teaching Certificate, University of
Hawaii
B.Ed., University of Hawaii
- JANICE ANDERSONStudent Employment Coordinator
M.B.A., Chaminade University
B.A., West Oahu University
A.A., Windward Community College
- MILTON ANDERSONCounselor, Academic Advisor
M.A., Chapman College
B.A., U.C.L.A.
- ELIZABETH ASHLEYTechnical Services Librarian
M.A., Arizona State University
M.S., Florida State University
B.A., University of Florida
- JOHANNA AYERSCounselor, Academic Advisor
M.Ed., University of Hawaii
B.A., University of Redlands
- PATTI ISHIMOTO CHONGCounselor, Academic Advisor
M.Ed., University of Hawaii
B.Ed., University of Hawaii
- GREGORY CHINGElectronic Technician
- JOSEPH E. CIOTTIInstructor, Physics, Astronomy, Math
Director, Aerospace Lab
Ph.D., University of Hawaii
M.Ed., University of Hawaii
M.S., University of Hawaii
B.S., Georgetown University
- LILLIAN CUNNINGHAMInstructor, English: Composition, Literature
M.A., University of Arkansas
B.A., Hastings College
- JOHANNA DANOSInstructor, Mathematics
M.S., University of Hawaii
B.A., University of Colorado
- ROBERT de LOACHInstructor, Anthropology, Sociology
Social Sciences Department Chairperson
M.A., University of Hawaii
M.S., Florida State University
B.S., Florida State University
- DAVID DENISONInstructor, Social Science, Geography
M.A., University of Arizona
Fifth Year Teaching Certificate, University of
Hawaii
B.A., Southern Illinois University
- PETER T. DYERProvost
Ed.D., State University of New York at Albany
M.Ed., University of Rochester
A.B., Colgate University
- CLARA FOOFinancial Aids Officer
M.A., Arizona State University
B.A., University of Hawaii
- ROY FUJIMOTODirector of Special Programs
and Community Services
M.A., University of Hawaii
B.A., University of Santa Clara
- MICHAEL GARCIAAssistant Dean of Instruction
M.A., Pepperdine University
B.S., California State University, L.A.
- PHILLIP R. HAGSTROMInstructor, History
M.A., University of Hawaii
B.S.Ed., Northwestern University
- MARK HAMASAKIInstructor, Art
M.F.A., (equiv.) Basel School of Design,
Basel, Switzerland
B.F.A., Rochester Institute of Technology
- CHARLES HEAUKULANIRegistrar
M.Ed., University of Hawaii
B.S., Chaminade College
- JEAN HANNAInstructor, Japanese
M.A., Sophia University, Tokyo, Japan
B.A., University of Hawaii
- LORNA HERSHINOWInstructor, English: Composition, Literature
M.A., University of Hawaii
B.A., University of Witwatersrand
- NANCY A. HEUPublic Services Librarian
M.L.S., University of Hawaii
B.A., University of Hawaii
- HELEN HEW-LENInstructor, Office Administration and Technology
Ed.D., Nova University
M.Ed., University of Hawaii
B.A., The Church College of Hawaii
- NORMA HIGAInstructor, Economics
Windward Transition Program Coordinator
M.S.T., University of Missouri
Fifth Year Diploma, University of Hawaii
B.Ed., University of Hawaii
- SNOWDEN HODGESInstructor, Art
M.F.A., Maryland Institute College of Art
B.F.A., Maryland Institute College of Art
- DAVIDA HOLTEducational and Academic Support Specialist
A.A., Windward Community College
- JEFFREY W. HUNTAssistant Dean of Instruction
M.S., Whittier College
Fifth Year Teaching Certificate, Whittier College
B.A., Whittier College
- ELLEN ISHIDA-BABINEAUInstructor, Reading/Learning Skills
M.Ed., University of Hawaii
B.Ed., University of Hawaii
- KARLA A. JONESActing Assistant Dean of Instruction
Ed.D., University of Tennessee
M.A., Eastern Kentucky University
B.B.A., Idaho State University
- NEAL JOSEPHCounselor, Academic Advisor
Coordinator of Student Services
M.Ed., University of Hawaii
B.Ed., University of Hawaii
- HIROSHI KATODean of Instruction
M.S. & M.Ed., University of Hawaii
B.A., Sacramento State College
A.A., Bakersfield College
- DONALD J. KILLEENAssistant Dean of Instruction
M.Ed., University of Florida
B.S., Trenton State College
A.A., Middlesex County College
- TRACY KINJERSKIEducational and Academic
Support Specialist
B.A., Hood College, Frederick, MD
- SUZANNE KITACounselor, TRIO Project
M.A.T., University of North Carolina
B.A., University of North Carolina
A.A., Del Mar College
- WINSTON N. A. KONGNative Hawaiian Voc-Ed Counselor
B.A., University of Colorado
- DAVID KRUPPInstructor, Biological Sciences, Oceanography
Math Department Chairperson
Marine Option Program Coordinator
Ph.D., University of Hawaii
B.A., University of California, Los Angeles
- GILBERT K. KURODAFiscal Officer
B.B.A., University of Hawaii
- RONALD LOOInstructor, Philosophy, Music
M.A., University of Hawaii
B.A., University of Hawaii
- JACQUELINE R. MALYInstructor, Biology, General Science
M.Ed., University of Hawaii
M.A., De Paul University
B.A., University of Chicago
- KELLEY MARTINOCounselor, Academic Advisor
M.S., Chaminade University
B.A., West Oahu University
B.A., West Oahu University
A.A., Windward Community College

CLAYTON MASUDAInstructor, Accounting
CPA, Hawaii
B.B.A., University of Hawaii

SCOTT MASUNOComputer Specialist
M.S., University of Hawaii
B.S., University of Hawaii

SANDRA MATSUIDean of Student Services
M.A., University of California-Santa Barbara
B.A., University of California-Davis

FRANK MATOSInstructor, English: Composition, Literature
M.A., University of Hawaii
Fifth Year Teaching Certificate,
University of Hawaii
B.A., Chaminade University of Honolulu

FRED KALANI MEINECKEInstructor, Hawaiian Language and Culture
A.B., University of California Berkeley

CHARLES MITCHELLInstructor, English: Composition, Literature
M.A., Eastern Washington University
Fifth Year Teaching Certificate, Pacific Oaks
College
B.A., Eastern Washington University

BENNETT MOFFATInstructor, Drama
M.F.A., University of Hawaii
B.A., Vassar College

GLORIA MOOREInstructor, Music
M.M., University of Hawaii
B.A., University of Oklahoma

ROY H. MURAMOTODirector, TRIO Project
M.Ed., University of Hawaii
M.B.A., Pepperdine University
B.A., University of Hawaii

OTOME M. MYERSInstructor, Psychology
M.P.H., University of Hawaii, School of Public
Health
M.S., Columbia University
M.A., University of Chicago
School of Social Work Certificate, University of
Hawaii
B.A., University of Hawaii

STEVEN NAKASONEDirector, Administrative Services
B.A., University of Hawaii

PAUL L. NASHInstructor, Ceramics Humanities Department Chair
M.A.T. Art Ed., Rhode Island School of Design
B.F.A., Chouinard Art Institute, Los Angeles,
California

CLYDE NOBLEInstructor, Chemistry
Ph.D., University of Hawaii
A.B., Grinnell College

JANICE NUCKOLSInstructor, History
M.A., University of Hawaii
B.A., Marietta College

DONALD S. OKAInstructor Automotive Technology

JEAN OKUMURAInstructor, Mathematics
Math Department Chair
M.S., Oregon State University
M.Ed., University of Hawaii
B.Ed., University of Hawaii

F. ALAN RAGAINSInstructor, Speech and Communication
M.A., Bradley University
B.S., Illinois State University

PEGGY REGENTINEInstructor, Information and
Computer Sciences, Data Processing
Computer Lab Coordinator
M.Ed. Auburn University, Montgomery
BCS, Roosevelt University
B.S., Troy State University

DAVID RINGUETTEInstructor, Agriculture
Agriculture Coordinator
M.S., California Polytechnic State University
B.S., Johnson State College, Vermont

GERALD ST. JAMESInstructor, Office Administration and Technology
M.A., Northern Arizona University
B.S., Eastern Michigan University
A.A., Mott Community College, Michigan

JEAN MINAMI SHIBUYAInstructor, English: Composition, Literature
Language Arts Department Chair
M.A., University of Washington
Fifth Year Teaching Certificate, University of
Hawaii
B.A., University of Hawaii

ESTRELLA SYBINSKYInstructor, Political Science
M.A., University of Hawaii
B.A., University of San Carlos

RAY T. TANIMOTOInstructor Automotive Technology
AMT Department Chairperson
B.Ed., University of Hawaii
A.S., Honolulu Community College

EMI TROEGERInstructor, Office Administration and Technology
Business Department Chair
M.Ed., University of Hawaii
B.Ed., University of Hawaii

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

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

DE ETTA WILSONHead Librarian
Ph.D., University of Southern California
M.Ed., University of Hawaii
M.L.S., The University of Texas
B.A., Louisiana State University

AILEEN YIMInstructor, Reading/Learning Skills;
Coordinator, Learning Assistance Center
M.Ed., University of Illinois
B.A., University of Hawaii

MARVIN YOSHIDAInstructor, Accounting
CPA, Hawaii
B.B.A., University of Hawaii

ELIZABETH YOUNGInstructor, English: Composition and Journalism
M.A., University of Hawaii
B.A., University of Michigan

KENDRA ZANEBookstore Manager
B.A., University of Hawaii

Clerical and Maintenance Staff

Bernard AkanaGroundskeeper

A. Dolores BotelhoSecretary to the
Dean of Instruction

Irene CallejoClerk-Typist, Financial Aid Office

Mary CiacciClerk-Typist, Community Services

Jan HaraClerk, Business Office

Faith KeeneClerk-Typist, Media Center

Kim KiyonoSecretary to the Assistant
Dean of Instruction, Division I

Betty KunishigeClerk, Business Office

Trudy KurosakiSecretary to the
Dean of Student Services

Joy LindseyClerk-Typist, Trio Project

Elaine ManuelClerk, Bookstore

Dolores MedeirosJanitor

Trudy MiyajiLibrary Assistant

Leilani MossSecretary to the Provost

Sharon NakagawaAccount Clerk, Business Office

Gale NiwaClerk, Business Office

Lynn OganekeSecretary to the Assistant
Dean of Instruction, Division II

Ann OmiyaLibrary Assistant

Karen PuuClerk-Typist, Registrar

Lavenda SaberonJanitor, Working Foreman

Aileen SalvadorClerk-Typist, Registrar

Barbara ShannonJanitor

Kahealani TaniClerk-Typist, Dean of Instruction

Irene TokudaSecretary to the Director
of Community Services

Faye WatanabeLibrary Technician

Eloise YamamotoPersonnel Clerk

Kathy YamamotoSecretary to the Director,
Administrative Services

Richard YamamotoBuilding Maintenance Worker

Advisory Committees

Agriculture Advisory Committee

Bob Fujiwara	Richard Kempf	John Russell
Sean Hoolehan	John Morgan	Fred Trotter
Ken Kajihara	Pat Oka	Paul Weissich

Computer Advisory Committee

Dick Burson	Melody Grigsby
Ron Dean	

Automotive Technology Advisory Committee

Gary Hirata	Charles McDowell
Glenn Minami	Kenneth Mau
Craig Fukumoto	John L. Gullo
Edith Kahele	

Hawaiian Backyard Aquaculture Program Advisory Committee

James Brock	Stephen Lee
Michael Fujimoto	

Business Advisory Committee

Calvert Chipchase III	Karen Kutaka
Elaine Diaz	Richard A. Wright
Phil Keat	Gerald Yahata

Marine Option Program Advisory Committee

Gordon Grau	Paul Jokiel
Russell Ito	Frank Stanton

Index

AA Degree Checklist63
Academic Advising/Orientation9
Academic Calendar3
Academic Dishonesty55
Academic Grievance Procedure54
Academic Information13
Academic Probation Policy14
Accounting Program21
Accreditation5
Admissions Information6
Administration58
Advisory Committees5, 61
Agriculture61
Automotive Technology61
Business61
Computer61
Hawaiian Backyard Aquaculture Program61
Marine Option Program61
Aerospace Lab25
Affirmative Action53
Agricultural Technology Program20
Alcoholic Beverages12
Application Deadlines6
Associate in Arts Degree19
Associate in Arts Degree Requirements19
Associate in Science Degree20
Accounting21
Finance22
Office Administration and Technology23
Attendance12
Auditing16
Automotive Mechanics Program21
Benefits, Veterans8
Board of Regents UH58
Bookstore10
Business Lab11
Business Programs21
Campus Map64
Cancelled Classes17
Cancelled Classes, Refund59
Career Counseling/Testing9
Certificate Programs19
Certificate of Achievement	
Accounting21
Automotive Mechanics21
Finance22
Office Administration and Technology24
Certificate of Completion	
Agricultural Technology20
Automotive Mechanics21
Office Administration and Technology24
Finance22
Office Administration and Technology23
Chancellor for Community Colleges, Office of58
Change of Address12
Change of Major12
Class Size17
Clerical Staff60
Clerical Typing24
College Governance, student participation9
College Level Examination Program (CLEP)15
College Purpose5
College, The (General Information)5
Community Services5
Concurrent Registration17
Cooperative Education24
Course Descriptions (Descriptions of courses in alphabetical order)27
Courseload17
Course Numbering27
Credit27
Credit by Examination15
Credit/No Credit Option16

Dean's List	13	OAT (See Office Administration and Technology)	
Definition of Terms	13	Office Administration and Technology (OAT)	23
Degree Requirements, Associate in Arts	19	Orientation	9
Degree Requirements, Associate in Science	20		
Drugs, Illicit	12		
		Parking	10, 64
Educational Rights and Privacy of Students	52	Payments	7
English as a Second Language	11	Personal Counseling	9
Excellence in Teaching 1989 Winner	26	Placement Testing	9
		Policies and Statements	52
Faculty	59	President, UH	58
Family Educational Rights and Privacy Act	52	Probationary Student Policy	14
Federal Financial Aid Programs	8	Purposes, College	5
Fees	7		
Dishonored Check Fee	7	Refunds for Cancelled Classes	57
Late Registration Fee	7	Refunds of Tuition and Fees	56
Course Change Fee	7	Refunds, Student Activity Fee	57
Graduation Fee	7	Registration and Course Information	16
Transcript Fee	7	Repeating Courses	14
Student Activity Fee	7	Residency Appeal Process	56
Finance Program	22	Returning Students	17
Financial Aids	8	Rights and Responsibilities of the University of Hawaii Community, Board of Regents' Statement On	55
Financial Information	7		
Financial Obligations	7	Schedule of Refund of Tuition and Fees	56
Food Services	10	Scholarships, Private	8
Foreign Students, Admission of	6	Scholastic Standards	13
Fujio Matsuda Technology Training and Education Center	5	Secretarial Science (See OAT)	
		Selective Service Registration and Federal Student Aid	53
General Information	5	Services to Students	9
Grade Point Average	15	Smoking	12
Grade Reports	14	Social Security Number, Use of	52
Grading	16	Special Student Services	10
Graduation Information	12	Stenography	24
Grievance Procedures, Student Academic	54	Staff	59
		State Financial Aid Programs	8
Handicapped Parking	10, 64	Student Academic Grievance Procedures	54
Handicapped Student Services (See Special Student Services)		Student Activities	9
Health Requirements for Registration	6	Student Government	9
Health Services	10	Student Participation in College Governance	9
Honor Societies	14	Student Responsibilities	12
Housing	10	Student Services	9
		Summer Session	17
Illicit Drugs	12		
Impermissible Behavior	12	TB Clearance	6
Independent Studies	24, 39	Terms and Semesters	17
Instructional Programs	18	Testing/Career	9
		Testing/Placement	9
Job Placement	9	Test of English as a Foreign Language (TOEFL) (See Foreign Students, Admission of)	
		Transfer of Credits from Other Institutions	14
Learning Assistance Center	10	Transfer of Credits from Windward	51
Lethal Weapons	12	Transferring to Another College	51
Library	10	TRIO Project	11
Loans, Emergency/Short-Term	8	Tuition and Fees	7
Lost and Found	10	Credit Course	7
		Non-Credit Courses	7
Maintenance Staff	60	Schedule of Refunds	56
Majors	18	Tuition Exemption for Senior Citizens	7
Map, Campus	64	Typist	23
Marine Option Program (MOP)	25		
Media Production Center	10	Veteran Administration Benefits	8
Military Science Courses	24		
Misrepresentation	6, 56	Welcome	4
		Withdrawing from Classes	17
Non-Credit Course Offerings (See Community Services)		Windward Transition Program (WiT)	25
Non-Discrimination and Affirmative Action	53		
Non-Resident	6		
Numbering, Course	27		

AA DEGREE COURSE CHECKLIST

To earn an AA degree at Windward, students must complete 60 credits in courses numbered 100 and higher with a grade-point average of at least 2.0. At least 12 of these credits must be earned at Windward Community College (WCC will accept up to 48 credits in transfer from other institutions which are regionally accredited). No more than 12 credits in any combination of independent study or cooperative education may apply to the degree requirements. The courses listed are 3 credits, except as noted in parentheses next to the entry. Courses must be earned in each of the following five areas, as stated:

HUMANITIES REQUIREMENT

REQUIRED: A total of six credits, made up of two or more courses from different subject fields.

- | | | |
|-------------|------------|------------|
| — ART 101 | — HIST 151 | — PHIL 100 |
| — DRAMA 101 | — HIST 152 | — PHIL 101 |
| — ENG 250 | — HIST 241 | — PHIL 102 |
| — ENG 251 | — HIST 242 | — PHIL 200 |
| — ENG 252 | — HIST 281 | — REL 150 |
| — ENG 253 | — HIST 282 | — REL 151 |
| — ENG 254 | — MUS 106 | — REL 201 |
| — ENG 255 | — MUS 107 | |
| — ENG 256 | — MUS 108 | |
| — ENG 257 | | |

SOCIAL SCIENCES REQUIREMENT

REQUIRED: A total of six credits, made up of two or more courses from different subject fields.

- | | | |
|------------|-------------|------------|
| — ANTH 150 | — ICS 100 | — SSCI 200 |
| — ANTH 200 | — POLSC 110 | — SOC 100 |
| — BOT 105 | — POLSC 120 | — SOC 218 |
| — ECON 101 | — POLSC 130 | — SOC 231 |
| — ECON 120 | — POLSC 180 | — SOC 251 |
| — ECON 130 | — PSY 100 | |
| — ECON 131 | — PSY 170 | |
| — GEOG 102 | — PSY 202 | |
| — GEOG 151 | — PSY 224 | |
| | — PSY 240 | |

LANGUAGE ARTS REQUIREMENT

REQUIRED: 3 credits in English Composition:

- ENG 100

REQUIRED: 3 credits from this list:

- | | |
|---------------|-----------------|
| — COMUN 145 | — JPNSE 101 (4) |
| — ENG 102 | — JPNSE 102 (4) |
| — FR 101 (4) | — JPNSE 201 (4) |
| — FR 102 (4) | — JPNSE 202 (4) |
| — FR 201 | — JOURN 205 |
| — FR 202 | — SPAN 101 (4) |
| — HAW 101 (4) | — SPAN 102 (4) |
| — HAW 102 (4) | — SPAN 201 |
| — HAW 201 (4) | — SPAN 202 |
| — HAW 202 (4) | — SP 151 |
| | — SP 152 |

NATURAL SCIENCES REQUIREMENT

REQUIRED: A minimum of six credits, one course in biological science and one course in physical science. In addition, the student must take a laboratory/field trip course indicated by **bold face type**.

BIOLOGICAL SCIENCES

- | | |
|----------------|-----------------------|
| — AQUA 106 (4) | — OCEAN 220 |
| — BIOL 100 | — SCI 121 (4) |
| — BOT 101 (4) | — SCI 123 (4) |
| — BOT 130 (4) | — SCI 124 (4) |
| — BOT 160 | — ZOOL 101 (4) |
| — BOT 181 (4) | — ZOOL 106 |
| — IS 261 | — ZOOL 107 |
| — MICRO 130 | — ZOOL 200 |

PHYSICAL SCIENCES

- | | |
|-----------------------|----------------------------------|
| — ASTRO 110 | — GG 112 (1) |
| — CHEM 100 & 100L (1) | — GG 113 (1) |
| — CHEM 151 & 151L (1) | — GG 114 (1) |
| — CHEM 152 & 152L (1) | — IS 261 |
| — CHEM 161 & 161L (1) | — OCEAN 201 |
| — CHEM 162 & 162L (1) | — OCEAN 202 (1) |
| — GEOG 101 & 101L (1) | — OCEAN 209 |
| — GG 101 (4) | — PHYS 151 & 151L (1) |
| — GG 102 (4) | — PHYS 152 & 152L (1) |
| — GG 103 | — SCI 122 (4) |
| — GG 110 (1) | |
| — GG 111 (1) | |

QUANTITATIVE REASONING REQUIREMENT

REQUIRED: Three credits in a math course numbered 100 or above or PHIL 210.

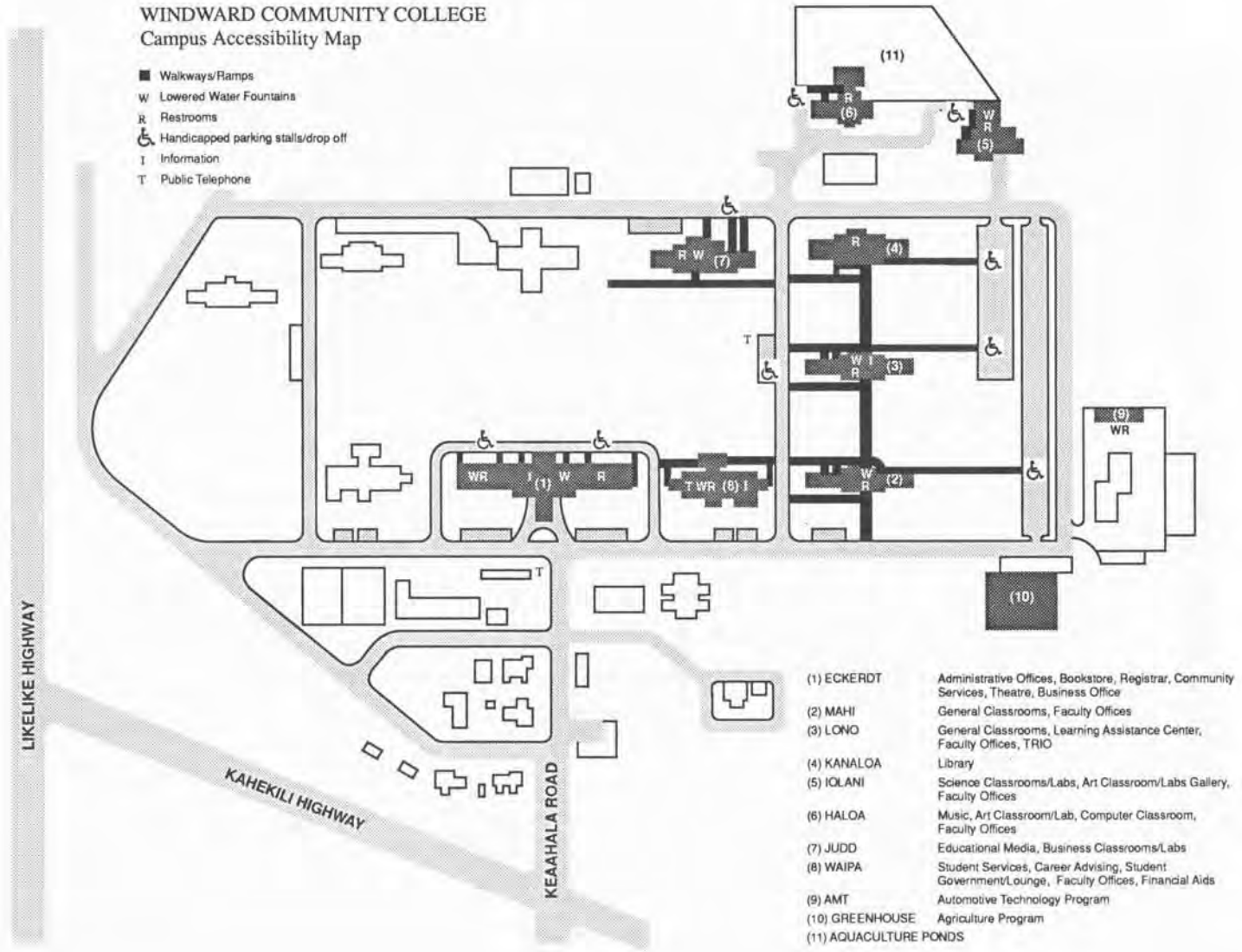
- | | |
|----------------|----------------|
| — MATH 100 | — MATH 205 (4) |
| — MATH 111 | — MATH 206 (4) |
| — MATH 135 (4) | — MATH 231 |
| — MATH 140 (4) | — PHIL 210 |

OTHER ELECTIVES

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

WINDWARD COMMUNITY COLLEGE
Campus Accessibility Map

- Walkways/Ramps
- W Lowered Water Fountains
- R Restrooms
- ♿ Handicapped parking stalls/drop off
- I Information
- T Public Telephone



- | | |
|------------------------|---|
| (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) IQLANI | 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 | |

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

Non-Profit Org.
U.S. POSTAGE
PAID
Kaneohe, Hawaii
Permit No. 11

