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WINDWARD COMMUNITY COLLEGE.  
~~CATALOG~~ c.2



# Windward Community College 1994-1995 Catalog

**Ka Mālamalama o Ko'olau**

University of Hawai'i

# Academic Calendar 1994-1995

## 1994—FALL SEMESTER

August 1 (M) ..... APPLICATION DEADLINE FOR  
REGULAR ADMISSION

August 15 (M) ..... Faculty Duty Day

August 16 (T) ..... Registration

August 18-26 (Th-F) ..... Late Registration/Add/Drop Period

August 19 (F) ..... Holiday: Admission Day

August 22 (M) ..... FIRST DAY OF INSTRUCTION

September 5 (M) ..... Holiday: Labor Day

\*September 12 (M) ..... Last Day of Erase Period

\*October 31 (M) ..... LAST DAY OF OFFICIAL WITHDRAWAL,  
FALL SEMESTER

November 8 (T) ..... Election Day

November 11 (F) ..... Holiday: Veteran's Day

November 24-25 (Th-F) ..... THANKSGIVING RECESS

December 9 (F) ..... Last Day of Instruction

December 12-15 (M-Th) ..... Exam period

December 16 (F) ..... Last Day to Make-up Incomplete  
Grade from Spring 1994

December 16 (F) ..... End of Fall Semester

## 1995—SPRING SEMESTER

December 15 (Th) ..... APPLICATION DEADLINE FOR  
REGULAR ADMISSION

January 5 (Th) ..... Registration

January 10-18 (T-W) ..... Late Registration/Add/Drop Period

January 11 (W) ..... FIRST DAY OF INSTRUCTION

January 16 (M) ..... Holiday: Martin Luther King Jr. Day

\*February 2 (Th) ..... Last Day of Erase Period

February 20 (M) ..... Holiday: President's Day

\*March 3 (F) ..... Excellence in Education Conference

\*March 23 (Th) ..... LAST DAY OF OFFICIAL WITHDRAWAL,  
SPRING SEMESTER

March 27-31 (M-F) ..... SPRING RECESS

March 27 (M) ..... Holiday: Prince Kuhio Day

April 14 (F) ..... Holiday: Good Friday

April ..... Last Day to Apply to Participate in Commencement

May 5 (F) ..... Last Day of Instruction

May 8-11 (M-Th) ..... Exam Period

May 12 (F) ..... Last Day to Make-up Incomplete  
Grade from Fall 1994

May 12 (F) ..... End of Semester

May 14 (Su) ..... Last Faculty Duty Day

May 12 (F) ..... Commencement

..... First day Summer Session

## 1995 SUMMER SESSION

June 13 (T) .....

\*Subject to change.

\*Erase/withdrawal dates are for 15-week classes only.

Please contact Admissions and Records for erase/withdrawal dates for 5-or 8-week classes.

August 94	September 94	October 94	November 94
1 2 3 4 5 6	1 2 3	1	1 2 3 4 5
7 8 9 10 11 12 13	4 5 6 7 8 9 10	2 3 4 5 6 7 8	6 7 8 9 10 11 12
14 15 16 17 18 19 20	11 12 13 14 15 16 17	9 10 11 12 13 14 15	13 14 15 16 17 18 19
21 22 23 24 25 26 27	18 19 20 21 22 23 24	16 17 18 19 20 21 22	20 21 22 23 24 25 26
28 29 30 31	25 26 27 28 29 30	23 24 25 26 27 28 29	27 28 29 30
		30 31	
December 94	January 95	February 95	March 95
1 2 3	1 2 3 4 5 6 7	1 2 3 4	1 2 3 4
4 5 6 7 8 9 10	8 9 10 11 12 13 14	5 6 7 8 9 10 11	5 6 7 8 9 10 11
11 12 13 14 15 16 17	15 16 17 18 19 20 21	12 13 14 15 16 17 18	12 13 14 15 16 17 18
18 19 20 21 22 23 24	22 23 24 25 26 27 28	19 20 21 22 23 24 25	19 20 21 22 23 24 25
25 26 27 28 29 30 31	29 30 31	26 27 28	26 27 28 29 30 31
April 95	May 95		
1	1 2 3 4 5 6		
2 3 4 5 6 7 8	7 8 9 10 11 12 13		
9 10 11 12 13 14 15	14 15 16 17 18 19 20		
16 17 18 19 20 21 22	21 22 23 24 25 26 27		
23 24 25 26 27 28 29	28 29 30 31		
30			

Academic dates of significance.

Holidays

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# Preface

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



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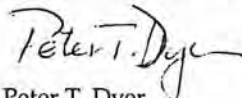
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# A Word of Welcome

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, 1994-95*. 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 Hawai'i's businesses and government agencies.

We are a friendly campus, nestled at the foot of the Ko`olau 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, financial aid officer, 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

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# The College and its Policies

## The College

Windward Community College is one of seven public community colleges in Hawai'i governed by the Board of Regents of the University of Hawai'i. The College is situated in Kāne`ohe on the island of O`ahu. It opened in the fall of 1972, with an enrollment of 525 students and had a fall 1993 enrollment of 1,695 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, financial aid, 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.

## 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 the University of Hawai'i 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 Hawai'i system, in view of the practical administrative difficulties that the University of Hawai'i 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

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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, *Hawai'i Revised Statutes* as amended, which provides that the Board of Regents of the University of Hawai'i system shall have general management and control of the affairs of the University. The University of Hawai'i 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 reg-

isters 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.

### **Nondiscrimination and Affirmative Action**

It is the policy of the University of Hawai'i to comply with Federal and State laws which prohibit discrimination in University programs and activities, including but not necessarily limited to the following laws which cover students and applicants for admission to the University: Title VI of the Civil Rights Act of 1964 as amended (race, color, national origin); Age Discrimination Act of 1975 (age); Titles VII and VIII of the Public Health Service Act as amended (sex); Title IX of the Education Amendments of 1972 (sex, blindness, severely impaired vision); Section 504 of the Rehabilitation Act of 1973 (physical or mental handicap); and to comply with Federal and State laws which mandate affirmative action and/or prohibit discrimination in recruitment, hiring, training, promotion, and retention, including but not necessarily limited to the following laws which cover employees and applicants for employment: Title VII of the Civil Rights Act of 1964 as amended (race, color, national origin, religion, sex, pregnancy); Executive Order 11246 as amended (race, color, national origin, religion, sex); Equal Pay Act of 1963 as amended by Title IX of the Education Amendments of 1972 (sex); Age Discrimination in Employment Act of 1967 (ages 40-70); Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974 (veteran's status); Section 503 and 504 of the Rehabilitation Act of 1973 (physical or mental handicap); Hawai'i Revised Statutes, Chapter 76, 78, 378 (race, sex, sexual orientation, age, religion, color, ancestry, political affiliation, physical or mental handicap, marital status, arrest and court record). The UH Community Colleges strive to promote full realization of equal opportunity through a posi-

tive, continuing program including Titles I-IV of the Americans with Disabilities Act (ADA) P.L. 101-336. 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 Nondiscrimination and Affirmative Action, the Office of the President, University of Hawai'i 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 Steve Nakasone.

Individuals designated to coordinate Community Colleges' nondiscrimination and affirmative action programs are:

Rg Logiakis (Education matters)  
Phone: 956-3865  
Peggy S. Hong (Employment matters)  
Phone: 956-3874  
Mary Perreira (EEO/AA)  
Phone: 956-4650  
Office of the Chancellor for  
Community Colleges  
2327 Dole Street  
Honolulu, HI 96822

Steve Nakasone, Title IX Coordinator  
Section 504 Coordinator  
Windward Community College  
45-720 Kea`ahala Road  
Kāne`ohe, HI 96744  
Phone: 235-7403

### 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 Steve Nakasone, 235-7403, Eckerdt Building, Room 120, EEO/AA coordinator. The EEO/AA coordinator will explain the available avenues of recourse and direct the person to the appropriate Hearing Officer.

### 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 O`ahu. 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.

### 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 87.

# Admissions Information

## Eligibility

Windward Community College welcomes part-time and full-time students who desire to come to college. Windward Community College is open to all Hawai'i 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 Hawai'i are accepted in limited numbers in accordance with the Controlled Growth Policy of the Board of Regents of the University of Hawai'i. This policy states that no more than 10% of the student body may be made up of non-residents of Hawai'i.

The verification section of page 3 of the admission application must be signed by the proper authority and a copy of the assignment orders of the service member must be submitted with the application.

Military personnel stationed in Hawai'i and their authorized family members are considered non-residents (unless Hawai'i is the Home of Record of the service member). However, these military personnel and authorized family members pay the same tuition as Hawai'i 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 Admissions and Records Office at

Windward Community College or from high school guidance counselors throughout the State of Hawai'i. For more detailed information, refer to the section on "Residency Regulations for Tuition Purpose," p. 6.

## Admission of International Students

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

International 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 international student. All international students are subject to the Controlled Growth Policy.

All non-resident international 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 international students against the high cost of unanticipated health care expenses resulting from accidents or illness.

International Students Application deadline	
Fall Semester	June 1
Spring Semester	November 1

## 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.

## General Admissions Requirements

### WCC APPLICATION DEADLINES

Fall Semester 1994 August 1, 1994

Spring Semester 1995 December 15, 1994

#### 1. Application

- a. Fill out the University of Hawai'i Common Admission Form (available at Windward Community College or from any high school counselor). Submit it by mail or in person.
- b. Those who apply by the regular application deadline register during regular registration. Late applications will be accepted on a space available basis. Some programs have limited openings.
- c. Students who leave Windward Community College for a semester or more must fill out a new application for the semester or term they wish to re-enter.

#### 2. Registration

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

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 Waipā 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 Hawai'i.

### Residency Regulations for Tuition Purposes

Students, other than statutory exempt individuals, who do not qualify as bona fide residents of the State of Hawai'i, according to the University of Hawai'i 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 and Records Office (235-7432).

**DEFINITION OF HAWAII RESIDENCY:** A student is deemed a resident of the State of Hawai'i 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 Hawai'i (see below for indicia);
2. Been physically present in Hawai'i for the 12 consecutive months prior to the first day of instruction, and subsequent to the demonstration of intent to make Hawai'i 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 Hawai'i.

To demonstrate the intent to make Hawai'i your legal residence, the following indicia apply:

- a. Voting/registering to vote in the State of Hawai'i.
- b. Filing Hawai'i Resident State Personal Income Tax Return.

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

Other legal factors involved in making a residency determination include:

1. The twelve months of continuous residence in Hawai'i shall begin on the date upon which the first overt action (see indicia above) is taken to make Hawai'i the permanent residence. While residence will be lost if it is interrupted during the twelve months immediately preceding the residence de-

termination date, resident status derived from two or more successive sources may be combined together to compute the twelve month period.

2. Residency in Hawai'i and residency in another place cannot be held simultaneously.
3. Presence in Hawai'i 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, Hawai'i 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:

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

### Residency Appeal Process

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

# Financial Information

## Tuition and Fees

Resident *	1-11 credits	12 credits & above
Tuition	\$20.00 per credit	\$240.00
Student Activities Fee	\$ 1.00 per credit (up to \$10.00)	\$ 10.00
<b>Total</b>	<b>\$21.00</b>	<b>\$250.00</b>

\*Includes active duty military assigned in Hawai'i and their dependents and most international students.

Non-Resident	1-11 credits	12 credits & above
Tuition	\$122.00 per credit	\$1460.00
Student Activities Fee	\$ 1.00 per credit (up to \$10.00)	\$ 10.00
<b>Total</b>	<b>\$123.00</b>	<b>\$1470.00</b>

1. These tuition rates are effective Fall Semester 1994, subject to final Board of Regents approval. Tuition and fees are subject to change.

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 Hawai'i system on a tuition-exempt basis if they meet these conditions:

- Sixty years of age or older at time of registration for the course.
- Resident of the State of Hawai'i as prescribed by the University's definition of residency.

- Meet the prerequisites for admission and for enrollment in a course.
- Space is available in the course.

Admissions requirements are the same as for other applicants.

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

4. **National guard and military reservists tuition waiver:**

Any resident of the State of Hawai'i may attend any institution of the University of Hawai'i system on a tuition-exempt basis if they meet the following conditions:

- a. Qualified enlisted person, warrant or company grade officer (0-1 through 0-3).
- b. Resident of the State of Hawai'i as prescribed by the University's definition of residency.
- c. Not receiving any other veterans or federal education benefits.
- d. Obtain the proper waiver forms from the unit, submit the waiver form to the admission office for verification of residency, submit verified form to the cashier to complete registration.

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

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

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

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

**Transcript Fee:** No fee is charged for a transcript sent for admission purposes to another college within the University of Hawai'i 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.

### Refunds

Tuition and Special Course Fees Refund Policy—Regular (15 week) Academic Semester. In the event a student initiates complete with-

drawal 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 Dean 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 campus Business 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.

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

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

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

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

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 Admission and Records Office in Eckerdt Building.

#### Student Activity Fee Refunds

For Regular Academic Semester  
100% refund of the student activity fee if com-



plete 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.

### Financial Obligations to the University

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

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

### Financial Aid Programs

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.

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

For additional financial aid information, contact Steven Chigawa, Financial Aid Officer, Waipā 121, 235-7449.

Students who wish to apply for financial aid must follow this procedure:

1. Complete the Free Application for Federal Student Aid (FAFSA) and mail to the address listed in the application.
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. the Student Aid Report you received in response to the FAFSA;
- c. additional documents as required depending on individual circumstances.

The priority deadline for applying for aid for the 1994-95 academic year is April 1, 1994. 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 Hawai'i" and from the Financial Aid Office, in Waipā 120 (235-7449).

### Federal Financial Aid Programs

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

Federal Work-Study Program (FWS) provides part-time employment on campus.

The Federal Perkins Loan Program is a long-term federal loan program.

The Federal Subsidized and Unsubsidized Stafford Loans are loans available from private lenders such as banks and credit unions. The Federal Parent Loan for undergraduate students (FPLUS) provides additional federal funds for a student's educational expense. 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 12.

### State Financial Aid Programs

The State Higher Education Loan (SHEL) Program is a low-interest, long-term loan program available to qualified resident students who are enrolled at least half-time.

Hawai'i 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" and the University of Hawai'i publication, "Compendium No. 10." Both publications are available for viewing at the Financial Aid Office.

**Short-Term Loans**

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

**Others as Applicable**

For additional financial aid information, contact the Financial Aid Office, Waipā 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 de-

gree 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.

**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 Loans, and State Student Incentive Grants. This requirement affects all male students who are at least eighteen years of age, who were born after December 31, 1959, and who are not currently on active duty with the armed forces. Members of the Reserves and National Guard are not considered on active duty and must be registered. The group of affected males include citizens and non-citizens eligible to receive federal financial aid except permanent citizens of the Federated States of Micronesia, the Marshall Islands or the permanent residents of the Trust Territory of the Pacific Islands (Palau). For further information contact the Steven Chigawa, at 235-7449.

# Centers for Learning

## 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.

## Judd Computer Labs

The Judd Computer Labs house Macintosh computers and IBM-compatible PCs which are available for use by all Windward Community College students. The Macintosh applications available include Microsoft Word, Microsoft Excel, and Aldus PageMaker. The PC applications available include WordPerfect, Lotus 1-2-3, and dBase. A schedule of open lab times and consulting hours is posted each semester. For further information, please visit the Academic Computing Services staff in Judd 121.

## 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 Hawai'i system are available to students and faculty at Windward Community College through interlibrary loan.

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

## Media Production Center

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

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

The Center is located in Judd Building.

## 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 O'ahu community. The Center, supported by a generous contribution of \$1 million over a 5-year period from a group of 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 O'ahu. For additional information on the Matsuda Center, please call 235-7433.

### Aerospace Lab

The Aerospace Lab is a Windward Community College Project conducted in affiliation with the Hawai'i 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 in Building D.

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 2:00 to 4:30 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.



Anne is an award-winning photographer with a degree in anthropology from UH-Mānoa. She has documented vital aspects of Hawai'iian culture — from the memories of kupuna to Windward O'ahu place names — and is publishing books on these subjects.

### PROFILE THE LANDGRAFS

The Landgrafs are a two-generation WCC family. As one of the college's first students, Kahulumanu Landgraf used to bring her daughter, Anne, with her to the campus ceramics lab.

"I always wanted to come to Windward because my mother enjoyed it so much," Anne explained.

Kahulu was a mother of three children with a yen to return to school when WCC opened in 1972. "It was convenient — right in our own backyard," she said.

She also remembers the spirit of the campus. "Teachers were willing to try new things because it was a new school. There was an openness and shared experience. Windward is still that way today."

Both Kahulu and Anne bring that sense of excitement and sharing to their work. With her M.A. in art education, Kahulu now serves as a master teacher for the Native Hawai'iian Special Education Project at Blanche Pope Elementary School in Waimānalo.

# Student Affairs

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 Admissions and Records Office.

## Student Conduct

The University of Hawai'i 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.

## Impermissible Behavior

The Board of Regents of the University of Hawai'i 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. Cop-

ies of the hearing procedures used are available in the Office of the Dean of Student Services, the Dean of Instruction, and the Library.

## 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 any document to satisfy an academic requirement 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.

### Student Academic Grievance Procedures

The College has adopted the University of Hawai'i'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:

Sandra Matsui, Dean of Student Services  
Windward Community College  
45-720 Kea'ahala Road  
Kāne'ohe, Hawai'i 96744  
Phone: 235-7466

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 gen-

eral 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.

### **Change of Address**

Students are responsible for keeping the Admissions and Records 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 submit the change form to the Admissions and Records Office in Eckerdt 112.

### **Student Services**

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

### **Orientation for New Students**

All new and transfer students are encouraged to attend the New Student Orientation. At this meeting, students will receive general information about the College including: academic programs, student services, and selecting and registering for classes. Students will also have

an opportunity to take the English and math placement tests.

### **Academic Advising**

Academic advisors are available to help students develop a program of study to meet their educational objectives. In meeting with an academic advisor, students will have an opportunity to develop an individualized educational plan along with a program of academic support throughout their college experience. Students will also receive guidance in academic planning through assistance in course selection.

Academic advising sessions are conducted throughout the early registration period and 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 math and English courses. Based on the results of the test, students will be advised into the appropriate math and/or English course.

All students planning to enroll in English or math classes must have on file the results of the English or math placement tests before registering. No student may register for a math or English class without either a placement test score or transcript showing completion of a prerequisite course. Test scores are valid for two years.

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.

### **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.

### **Services to Students with Disabilities**

Windward students with disabilities needing assistance are encouraged to contact the TRIO program, 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 notetaking services
- reader services for visually impaired students, primarily by tape recordings of texts, enlargements of texts, or possibly through Braille transcription.

Students needing assistance call 235-7487.

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

### **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.

### **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 Kane`ohe 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. to 3:30 p.m. Phone 235-7418.

**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.

International 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.

**Smoking**

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

**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.

The University recognizes that substance abuse is a complex problem that is not easily resolved solely by personal effort and may require professional assistance and/or treatment. Students, faculty and staff members with substance abuse problems are encouraged to take advantage of available diagnostic, referral, counseling and prevention services. The University will not excuse misconduct by employees and students whose judgment is impaired due to substance abuse.

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 Hawai'i 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.

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# Academic Regulations

## 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 15-week semester or the first week of a five- or eight-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.

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**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 Courses:** Writing Intensive courses emphasize writing as an essential tool for learning course material, provide for consultation about writing between the instructor and the student, and establish writing--a minimum of 4,000 words--as a major element in the grade for the course.

Students applying for the bachelor's degree from UH Mānoa must have taken from two to five Writing Intensive courses depending on their date of entry into the University of Hawai'i system. Three Writing Intensive courses taken at Windward will satisfy part of the degree requirement. English 100 is a prerequisite.

## 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.

### 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 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 Hawai'i, or at the University of Hawai'i at Mānoa 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 Hawai'i 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.

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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. 80).

### **Evaluation of Transfer Credits**

A request must be made by the student to have an evaluation of transfer credits. The request must be made to the Admissions and Records Office.

### **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 Hawai'i Mānoa.

Examinations are available in the following areas:

#### **General Examinations**

Natural Sciences  
Mathematics  
Humanities  
Social Sciences and History

#### **Special Examinations**

Introductory Accounting  
Analysis & Interpretation of Literature

Calculus with Elementary Functions  
General Biology (Objective & Essay)  
General Chemistry

Microeconomics, Introductory  
Macroeconomics, Introductory  
Psychology, Introductory  
Human Growth and Development  
Sociology, Introductory  
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, N, Cr, and NC were awarded.

Although I, W, N, 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.

### **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	GradePoints Awarded
A	Excellent achievement	4 grade points given (course credits awarded)
B	Above average achievement	3 grade points given (course credits awarded)
C	Average achievement	2 grade points given (course credits awarded)
D	Minimal passing achievement	1 grade point given (course credits awarded)
F	Less than minimal passing achievement	0 grade points given (no course credits awarded)
Cr	Achievement of objectives of course at C level or higher.  The Cr/NC option must be declared by the end of the 10th week of classes (end of the 5th week for 8-week classes, 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.	No grade points given (course credits awarded)
NC	Used to denote achievement of objectives of the course at less than C level under the Cr/NC option.	No grade points given (no course credits awarded)
N	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
W	For an 8-week course, official withdrawal after the first week and prior to the end of the fifth week.	No grade points given (no course credits awarded)

Letter Grade	Definition	GradePoints Awarded
	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.	

If a student officially withdraws within the erase period, 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 Hawai'i at Mānoa, 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. Forms for auditing approval can be obtained from the Admissions and Records Office.

### 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. A list of cancelled classes will also be made available at Admissions and Records 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 Hawai'i at Mānoa or at West O'ahu 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 17 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 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. 9 for the Schedule of Refund of Tuition and Fees.) Students officially withdrawing from classes by making the change through the Admissions and Records Office 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. Take Form to Business Office to complete the withdrawal transaction.

Forms are available in the Admissions and Records Office, Eckerdt 112.





# Degree and Certificate 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, highly individualized classes, or for independent study 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.)

## Summary of Degrees and Certificates Offered

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. Finance (Certificate of Completion, Certificate of Achievement, and Associate in Science Degree program)
5. Microcomputer Applications (Certificate of Completion)
6. Office Administration and Technology (Certificate of Completion, Certificate of Achievement and Associate in Science Degree program)

Students who are taking courses for enrichment purposes and do not intend to work toward a degree or certificate, or those who are unde-

cided 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 Hawai'i at Mānoa, should work closely with a counselor to help ensure that courses taken for the A.A. degree are also applicable at their next campus.

### 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, 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:

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

### Writing Intensive

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.

### Military Science Courses

Military science and air science courses are offered through the University of Hawai'i at Mānoa. Windward students making satisfactory academic progress may enroll in these courses as concurrent students. For further information, contact the military departments at the Mānoa 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 se-

### PROFILE

#### CLARENCE GUNDERSON, JR.

Clarence Gunderson, Jr. came to WCC a self-declared underachiever — with a dream.

"I wanted to be a lawyer, but felt it was something out of my reach," he explained.

Now, 20 years later, Gunderson has fulfilled his dream. He serves as staff judge advocate and legal counsel to the State Adjutant General of the Hawai'i National Guard.

"Until I got to Windward, I never used to be interested in school," he admitted. "It was WCC that gave me the motivation to go on with higher education."

After two years at Windward, he earned a 3.7 grade point average and was accepted into the Honors Program at UH-Mānoa, where he graduated "with distinction" in political science.

After marrying his college sweetheart and experimenting with other careers, Gunderson went on to earn a degree from the University of Hawai'i School of Law.



Now, with five children of his own, he said he knows the value of a good education.

"I never could have done it without the community college," he maintained. "It gave me a chance. I just hope more people can try it for themselves."

mester 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 Hawai'i at Mānoa.

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, reentry 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 (9) credit package in one semester: HPER 158, 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 a counselor in Student Services.

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# Graduation Requirements

## **Application for Graduation**

Students should consult with their counselor/academic advisor at least one semester prior to registering for their projected 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 certification done by a counselor prior to filing a graduation application form with Admissions and Records.

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



## **ASSOCIATE IN ARTS DEGREE**

To earn an A.A. degree, Windward Community College students must complete 60 credits in courses numbered 100 or above with a grade-point average of at least 2.0. At least 12 of the credits for the A.A. degree must be earned at Windward Community College. No more than 12 credits may be independent study/cooperative education. Credits must be earned in the required areas.

The program sheet on the facing page lists the courses which satisfy each area requirement.

### **HUMANITIES**

Through study of artistic, literary, and philosophical master-works and by examining the development of significant civilizations, cultures, and the nature of human communication, students should gain an appreciation of history and achievements. This experience should enable the student to approach future studies of a more specific character with a broadened perspective.

REQUIREMENT: A total of 6 credits in two different subject areas.

### **SOCIAL SCIENCES**

Every educated person should have some appreciation of the role of culture and social institutions in the shaping of individual personality and the creation of social identities. Students should also develop an understanding of the extent to which scientific inquiry is appropriate to the creation of social knowledge and of the alternative ways of organizing human institutions and interpreting social reality.

REQUIREMENT: A total of 6 credits in two different subject areas.

### **LANGUAGE ARTS**

Individuals need various modes of expression. This area provides for the development of clear and effective written and oral communication skills.

Writing Intensive Courses: Because writing helps students both to learn and to communicate, WCC encourages students to take writing intensive courses. In small writing intensive classes, instructors work with students on writing related to course topics. Students are required to complete English 100.

REQUIREMENT: Three credits in English 100 and 3 credits selected from the languages arts courses listed on the facing page.

### **NATURAL SCIENCES**

A scientifically literate person should know what science is, how scientific investigation is conducted, and that the activity of a scientist is a blend of creativity and rigorous intelligence. Experimental investigations in the laboratory provide the student with first-hand experience with the scientific method and research.

REQUIREMENT: A total of 6 credits. A minimum of 3 credits in biological science and a minimum of 3 credits in physical science. In addition, one of these courses must be a laboratory/field trip course.

### **QUANTITATIVE REASONING**

Clarity of thought and expression are further developed by courses that require students to understand the use of mathematics, logic, or other formal systems.

REQUIREMENT: A total of 3 credits in a Math course numbered 100 or above, or PHIL 110

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ASSOCIATE IN ARTS DEGREE

Worksheet for Planning and Tracking of Progress. See course descriptions for prerequisites.

HUMANITIES: A total of 6 credits required, made up of 2 or more courses from different subject areas.

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

SOCIAL SCIENCES: A total of 6 credits required, made up of 2 or more courses from different subject areas.

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

LANGUAGE ARTS: Three credits (3) in English composition required.

ENG	100																	
Three credits from this list:																		
COMUN	145								JPNSE	101	102	201	202					
ENG	102								JOURN	205								
FR	101	102	201	202					SP	151	251							
HAW	101	102	201	202					SPAN	101	102	201	202					
													cr	_____				

NATURAL SCIENCES: A total of 6 credits. A minimum of 3 credits in biological science and a minimum of 3 credits in physical science. In addition one of these courses must be a laboratory/field trip course. Note: underline denotes fulfilling lab requirement.

BIOLOGICAL SCIENCE:																		
AQUA	<u>106</u>								MICRO	130								
BIOL	100								OCEAN	220								
BOT	<u>101</u>	<u>130</u>	160	<u>181</u>					SCI	<u>121</u>	<u>123</u>	<u>124</u>						
IS	261								ZOOL	<u>101</u>	106	<u>107</u>	<u>200</u>					
													cr	_____				

PHYSICAL SCIENCE:																		
ASTRO	110								IS	261								
CHEM	100	<u>100L</u>	151	<u>151L</u>	152	<u>152L</u>			OCEAN	201	<u>202</u>	<u>209</u>						
		161	<u>161L</u>	162	<u>162L</u>				PHYS	151	<u>151L</u>	152	<u>152L</u>					
GEOG	101	<u>101L</u>							SCI	<u>122</u>								
GG	<u>101</u>	<u>102</u>	103	<u>210</u>	<u>211</u>	<u>212</u>												
	<u>213</u>	<u>214</u>																
													cr	_____				

QUANTITATIVE REASONING: A total of 3 credits in a math course numbered 100 or above or PHIL 110.

MATH	100	111	135	140	205	206	231		PHIL	110								
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ELECTIVE CREDITS: Additional credits in classes numbered 100 or above to total at least 60 credits.

### **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 Turfgrass 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 and/or Agricultural Technology.





AGRICULTURAL TECHNOLOGY PROGRAM

Worksheet for Planning and Tracking of Progress. See courses descriptions for prerequisites.

CCPL-Certificate of Completion - Plant Landscaping (16 credits)  
 CCAT-Certificate of Completion - Agricultural Technology (15 credits)

		Gr-Sem-Yr		
AG 20	Plant Science	3 cr _____	CCPL	CCAT
AG 32	Plant Disease & Pest Control	3 cr _____	CCPL	CCAT
AG 36	Pesticide Safety	1 cr _____	CCPL	CCAT
AG 45	Irrigation Principles & Design	3 cr _____	CCPL	
AG 93V	Cooperative Education	1 cr _____	CCPL	
AG 100	Agriculture Orientation: Careers	1 cr _____	CCPL	

Areas of Specialization\* (4 credits):

_____	_____	_____	CCPL	
_____	_____	_____	CCPL	
AG 49	Plant Propagation	3 cr _____		CCAT

Approved AG Electives\*\* (5 credits):

_____	_____	_____		CCAT
_____	_____	_____		CCAT

\*Applicable area of specialization course:

Landscape Maintenance:  
 AG 80 Landscape Maintenance (3)  
 AG 44 Landscape Equipment (1)

Turfgrass Maintenance:  
 AG 82 Turfgrass Management (3)  
 AG 40 Turfgrass Equipment (1)

\*\*Approved AG Electives:

AG 22	(3)	Soils Technology	AG 100	(1)	Ag Orientation: Careers
AG 47	(3)	Orchid Culture	MGT 120	(3)	Principles of Mgt
AG 57	(3)	Agricultural Business Mgt	ACC 24 B/C	(4)	Principles of Acct I
AG 92	(1-4)	Special Topics	ENG 55	(3)	Business Communications
AG 93V	(1-4)	Cooperative Education	BUS 25	(3)	Starting a Business

## Accounting Program

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 (31 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, micro-computer, and telephone.

The second level is the Associate in Science degree (60 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.



ACCOUNTING

Worksheet for Planning and Tracking of Progress. See course descriptions for prerequisites.

CA-Courses needed for Certificate of Achievement (31 credits)

AS-Courses needed for Associate in Science degree (60 credits)

	Gr-Sem-Yr		
ACC 24B* Principles of Accting I, Part 1	2 cr _____	CA	AS
ACC 24C* Principles of Accting I, Part 2	2 cr _____	CA	AS
ACC 25* Principles of Accting II	3 cr _____	CA	AS
ACC 26* Principles of Accting III	3 cr _____	CA	AS
ACC 32 Payroll & HI General Excise Tax Accounting	3 cr _____	CA	AS
BUS 55 Business Math	3 cr _____	CA	AS
BUS 70 Human Relations in Business	3 cr _____	CA	AS
ENG 55 Business Communications	3 cr _____	CA	AS
LAW 30 Principles of Business Law	3 cr _____	CA	AS
OAT 23 Document Formatting	3 cr _____	CA	AS
OAT 50 Clerical Office Procedures	3 cr _____	CA	AS
ACC 50 Using Computers in Accounting	3 cr _____		AS
ACC 55 Accounting Applications for Microcomputers	3 cr _____		AS
BUS 25 Starting a Business			
OR			
BUS 120 Principles of Business	3 cr _____		AS
Economics Cluster (select one)	3 cr _____		AS
ECON 101 Consumer Economics			
ECON 120 Introduction to Economics			
ECON 131 Principles of Macroeconomics			
<b>Business Electives** (5 credits)</b>			
_____	_____		AS
_____	_____		AS
_____	_____		AS
<b>GENERAL CORE REQUIREMENTS***</b>			
Humanities _____	3 cr _____		AS
Social Sciences _____	3 cr _____		AS
Math 100 or higher/Logic _____	3 cr _____		AS
Natural Sciences _____	3 cr _____		AS

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

Continued on the following page.

**\*\*Approved Business Electives**

ACC 34 (3)	BUS 170 (3)	ICS 120 (3)
ACC 93V (1-4)	COMUN 145 (3)	MGT 18 (3)
BUS 25 (3)	<u>OR</u> SP 151 (3)	MGT 120 (3)
<u>OR</u> BUS 120 (3)	ICS 100 (3)	OAT 34 (1)
BUS 50 (3)	<u>OR</u> ICS 101 (4)	OAT 43 (1)

**\*\*\*GENERAL CORE REQUIREMENTS:****HUMANITIES:**

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

**SOCIAL SCIENCES:**

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

**MATH 100 or HIGHER/LOGIC:**

MATH 100 111 135 140 205 206 231	PHIL 110
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**NATURAL SCIENCES:**

AQUA 106	IS 261
ASTRO 110	MICRO 130
BIOL 100	OCEAN 201 209 220
BOT 101 130 160 181	PHYS 151 152
CHEM 100 151 152 161 162	SCI 121 122 123 124
GEOG 101	ZOOL 101 106 107 200
GG 101 102 103	

## Finance Program

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 (31 credits) 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 (60-61 credits) allows students to specialize in various areas of study related to the financial industry.

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.

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FINANCE

Worksheet for Planning and Tracking of Progress. See course descriptions for prerequisites.

CC-Courses needed for Certificate of Completion (16 credits)  
 CA-Courses needed for Certificate of Achievement (31 credits)  
 AS-Courses needed for Associate in Science degree (60-61 credits)

	Gr-Sem-Yr			
FIN 120 Survey of Financial Institutions	3 cr _____	CC	CA	AS
BUS 120 Principles of Business	3 cr _____	CC	CA	AS
ACC 24B* Principles of Accting I, Part 1	2 cr _____	CC	CA	AS
ACC 24C* Principles of Accting I, Part 2	2 cr _____	CC	CA	AS
Communication Cluster (select one)	3 cr _____	CC	CA	AS
SP 151 Personal and Public Speech				
COMUN 145 Interpersonal Communications				
BUS 70 Human Relations in Business				
Elective (Group I: 3 credits)**	3 cr _____	CC	CA	AS
_____				
ENG 55 Business Communications	3 cr _____		CA	AS
FIN 121 Principles of Finance	3 cr _____		CA	AS
LAW 30 Principles of Business Law	3 cr _____		CA	AS
MGT 18 Introduction to Supervision	3 cr _____		CA	AS
Elective (Group II: 3 credits)**	3 cr _____		CA	AS
_____				
Computer Science Cluster (3-4 credits)	3 cr _____			AS
ICS 100 Computing Literacy & Applications				
ICS 101 Tools for an Information Age				
Elective (Group III: 6 credits)**	__ cr _____			AS
_____				
_____	__ cr _____			AS
Economic Cluster (select one)	3 cr _____			AS
ECON 101 Consumer Economics				
ECON 120 Introduction to Economics				
ECON 131 Principles of Macroeconomics				
Elective (Group III: 5-6 credits)**	__ cr _____			AS
_____				
_____	__ cr _____			AS

Continued on the following page.

GENERAL CORE REQUIREMENTS\*\*\*

Humanities _____	3 cr _____	AS
Social Sciences _____	3 cr _____	AS
Math 100 or higher /Logic _____	3 cr _____	AS
Natural Sciences _____	3 cr _____	AS

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

\*\*GROUPS

Courses and Credits	I	II	III
BUS 50 (3)		X	X
BUS 170 (3)	X	X	X
ECON 101 (3)	X	X	
ECON 120 (3)	X	X	
FIN 193V (1-4)			X
ICS 100 (3)	X	X	
ICS 101 (4)	X	X	
ICS 120 (3)	X	X	X
ICS 130 (3)		X	
MGT 120 (3)			X
OAT 43 (3)	X	X	X
OAT 50 (3)			X
RE 100 (3)			X

\*\*\*GENERAL CORE REQUIREMENTS:

HUMANITIES:

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

SOCIAL SCIENCES:

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

MATH 100 or HIGHER/LOGIC:

MATH 100 111 135 140 205 206 231	PHIL 110
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NATURAL SCIENCES:

AQUA 106	IS 261
ASTRO 110	MICRO 130
BIOL 100	OCEAN 201 209 220
BOT 101 130 160 181	PHYS 151 152
CHEM 100 151 152 161 162	SCI 121 122 123 124
GEOG 101	ZOOL 101 106 107 200
GG 101 102 103	

### Information and Computer Science Program

This Certificate of Completion in Microcomputer Applications (16 credits) program is designed to enhance the skills of individuals already working in positions using microcomputers as well as to 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.





INFORMATION AND COMPUTER SCIENCE

Worksheet for Planning and Tracking of Progress. See course descriptions for prerequisites.

CC-Courses needed for Certificate of Completion (15-16 credits)

	Gr-Sem-Yr
ICS 100 Computing Literacy and Applications	3 cr _____
or ICS 101 Tools for an Information Age	4 cr _____
ICS 113 Database Fundamentals	3 cr _____
ICS 120 Spreadsheet Fundamentals	3 cr _____
ICS 140 Elementary Operating Systems	3 cr _____
Elective (3 credits)* cr	
_____	_____ cr _____
_____	_____ cr _____

\*ELECTIVES:

- OAT 30 (3)
- ICS 121 (1-3)
- ACC 24 B/C (2-4)
- ACC 201 (3)

### Office Administration and Technology (OAT) Program

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 (18 credits) 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 (35 credits). 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\*:

*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 (66 credits). Students are prepared for employment as 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.

To complete the Associate in Science degree, students complete the information processing specialization. Then students select 3-4 credits of electives and 12 credits in general education.

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OFFICE ADMINISTRATION AND TECHNOLOGY (OAT)

Worksheet for Planning and Tracking of Progress. See course descriptions for prerequisites.

CC-Courses needed for Certificate of Completion (18 credits)  
 CA-Courses needed for Certificate of Achievement (35 credits)  
 AS-Courses needed for Associate in Science degree (66 credits)

			Gr-Sem-Yr			
BUS	55	Business Math	3 cr	_____	CC	CA AS
BUS	70	Human Relations in Business	3 cr	_____	CC	CA AS
ENG	22	Introduction to Expository Writing				
		OR				
ENG	100	Expository Writing	3 cr	_____	CC	CA AS
OAT21B,C/D		Keyboarding	3 cr	_____	CC	CA AS
OAT	23	Document Formatting	3 cr	_____	CC	CA AS
OAT	50	Clerical Office Procedures	3 cr	_____	CC	CA AS
ACC	24B	Principles of Accting I, Part 1	2 cr	_____		CA AS
ENG	55	Business Communications	3 cr	_____		CA AS
OAT	30	Information Processing	3 cr	_____		CA AS
OAT	80	Machine Transcription	3 cr	_____		CA AS

Areas of specialization (6 cr)\*

_____	_____	_____	_____ cr	_____		CA AS
_____	_____	_____	_____ cr	_____		CA AS
_____	_____	_____	_____ cr	_____		CA AS
_____	_____	_____	_____ cr	_____		CA AS
ACC	24C	Principles of Accting I, Part 2	2 cr	_____		AS
BUS	120	Principles of Business	3 cr	_____		AS
COMUN	145	Interpersonal Communications				
		OR				
SP	151	Personal and Public Speech	3 cr	_____		AS
MGT	18	Introduction to Supervision	3 cr	_____		AS
		OR				
MGT	120	Principles of Management	3 cr	_____		AS
OAT	31	Information Processing Applications	3 cr	_____		AS

APPROVED OAT ELECTIVES (5 credits)\*\*

_____	_____	_____	_____ cr	_____		AS
_____	_____	_____	_____ cr	_____		AS
_____	_____	_____	_____ cr	_____		AS

GENERAL CORE REQUIREMENTS\*\*\*

Humanities	_____	_____	3 cr	_____		AS
Social Sciences	_____	_____	3 cr	_____		AS
Language Arts	_____	_____	3 cr	_____		AS
Natural Science	_____	_____	3 cr	_____		AS

Continued on the following page.

\*AREAS OF SPECIALIZATION:

Information Processing Specialist:

ICS 113 (3)

ICS 120 (3)

\*\*APPROVED OAT ELECTIVES:

ACC 32 (3)

ICS 113 (3)

LAW 30 (3)

ICS 100 (3)

ICS 120 (3)

OAT 93V (1-4)

\*\*\*GENERAL CORE REQUIREMENTS:

HUMANITIES:

ART 101

DRAMA 101

ENG 250 251 252 253 254 255 256 257

HIST 151 152 241 242 281 282

MUS 106

PHIL 100 101 102 200

REL 150 151 201

SOCIAL SCIENCES:

BOT 105

ECON 101 120 130 131

POLSC 110 120 130 180

PSY 100 170 202 224 240

SSCI 200

LANGUAGE ARTS:

COMUN 145

ENG 102

FR 101 102 201 202

HAW 101 102 201 202

JPNSE 101 102 201 202

JOURN 205

SP 151 251

SPAN 101 102 201 202

NATURAL SCIENCES:

AQUA 106

ASTRO 110

BOT 101 130 160 181

CHEM 100 151 152 161 162

GG 101 102 103

IS 261

MICRO 130

PHYS 151 152

SCI 121 122 123 124

# 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 owners' equity for partnerships and corporations. (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 Hawai'i 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 Hawai'i general excise and use tax law, including preparation of application

for license and returns. (Offered fall 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 Hawai'i income tax. (Offered spring semester only.) (2 hrs. lect.)



## **PROFILE**

### **STEPHENIE MODEROW**

Stephenie Moderow's anxiety disorder limited every aspect of her life. But with confidence gained at WCC, she has gone on to help others like her.

Moderow suffered from agoraphobia, a crippling fear of public places. Her disorder went untreated for nearly a year until she was able to find a therapist who combined medication with

therapy. "Anxiety disorders can have a biological basis," she explained. "That's why therapy alone usually doesn't work."

Moderow was still recovering from the disorder when she enrolled at WCC. She said the positive attention from faculty on campus set her on the road to recovery.

She remembered one math teacher, Joe Ciotti, who tutored her for a full hour after every class. "He made an investment in me until I began making the investment in myself."

She also recalled the experience that proved a turning point for her career. Instructor Otome Myers encouraged Moderow to do some volunteer work at Hawai'i State Hospital, something that would look good on her resume.

She worked in the neuro-speech lab where patients were undergoing therapy after suffering a stroke or other type of brain damage. "I realized I could help make a difference, and life took on a whole new perspective," she said.

Moderow now continues to make a difference in the lives of others. After graduating Phi Beta Kappa with her degree in psychology from the University of Hawai'i, she established a hotline — the first of its kind for anxiety sufferers.

She also holds support groups at Queen's Medical Center and the Windward Comprehensive Health Center. Moderow was a recent recipient of First Lady Lynne Waihee's statewide volunteer recognition award.

But she said her greatest reward comes from "empowering people with self-esteem and confidence."

**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. (Offered spring semester only). (3 hrs. lect.)

*Prerequisite:* ACC 24C and ACC 32, or ACC 201, or consent of instructor.

**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. (May not be offered every semester.) (3 hrs. lect.)

*Prerequisite:* Completion of or concurrent registration in ACC 25 or 202 and ICS120, or consent of instructor.

**ACC 93V Cooperative Education (1-4)**

This course provides college credit for paid work experience to reinforce knowledge and skills learned in accounting and business classes. Related instruction may be provided depending upon the requirements of the employer. Seventy-five hours of work per semester is required for each credit earned. Repeatable up to 4 credits, 4 credits applicable toward A.S. degree.

*Prerequisite:* Completion of all courses required for the Certificate of Achievement in Accounting (31 credits), and enrollment as an Accounting major.

**ACC 201 Intro to Financial Accounting (3)**

Introduction to accounting theory and methods used to record and report financial information according to generally accepted accounting principles; including methods for valuing assets,

current and long-term liabilities, measuring net income, accounting for partnerships and corporations. Sophomore standing recommended. Concurrent registration in ACC 201L highly recommended. (Offered fall semester only.) (3 hrs. lect.)

**ACC 201L Intro to Financial Accounting 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 Intro to Managerial Accounting (3)**

Introduction to practices and procedures used to report internal operations to management. Topics include manufacturing operations, budgeting, standard costs, cost-volume-profit analysis, product and process costing, statement of cash flows, financial statement analysis. (3 hrs. lect.)

*Prerequisite:* ACC 201.

**ACC 202L Intro to Managerial Accounting 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. lect.—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, recordkeeping, cash flow, loans, and economics, use of computers in budgeting and marketing of agricultural commodities. (3 hrs. lect.)

**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 20 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 20.*

**AG 92 Special Topics (1-4)**

This course covers current agricultural topics. The course is designed to have variable credits to coincide with the rigor of the topics. A student may enroll and receive credit for this course more than one time (for different topics). A specific course description will be printed in the schedule of classes. (1-4 hrs. lect.; 1-8 hrs. lect./lab.)

*Prerequisite: Determined by course.*

**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. Repeatable up to 4 credits, 1 credit applicable toward Certificate of Completion.

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



**AG 100 Agriculture Orientation: Careers (1)**

Familiarizes students with different agricultural operations in Hawai'i 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 102 Introduction to Printmaking-Screen Printing (3)**

Studio experience mainly for non-majors. An introduction to printmaking providing experience in the development of skills used in de-

signing for screen printing on paper. Includes skill in photo-screening. (2 hrs. lect.; 3 hrs. lab)

**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 Wheel-throwing 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 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 113 Foundation Studio: Drawing (3)**

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

*Prerequisite: Credit or concurrent registration in ART 101.*

**ART 114 Foundation Studio: Color (3)**

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

*Prerequisite:* Credit or concurrent registration in ART 101.

**ART 115 Foundation Studio: Design (3)**

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

*Prerequisite:* Credit or concurrent registration in ART 101.

**ART 116 Introduction to Three Dimensional Composition (3)**

Focuses on building three-dimensional structures and basic sculptural forms using various approaches and materials, as well as the design-

ing 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 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 up to 6 credits, 6 credits applicable toward A.A. degree. (2 hrs. lect.; 4 hrs. studio) Recommended: ART 101, 116. *Prerequisite: ART 105B or consent of instructor.*

**ART 244 Ceramics Studio Wheelthrowing II (3)**

Development of wheelthrowing techniques, vessel and structural concepts, and surface treatment and glazing. Repeatable up to 6 credits, 6 credits applicable toward A.A. degree. (2 hrs. lect.; 4 hrs. studio) Recommended: ART 101, 116. *Prerequisite: ART 105B, 105C, or consent of instructor.*

**ART 270 Aspects of European and American Art (3)**

Major developments in the arts of Europe and America. (3 hrs. lect.) *Prerequisite: ART 101 or consent of instructor.*

**ART 280 Aspects of Asian Art (3)**

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

**ASTRONOMY (ASTRO)****ASTRO 110 Introduction to Astronomy (3)**

Introduction to the astronomical universe for non-science students. (3 hrs. lect.)

**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 Hawai'ian 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 Hawai'ian Environment (4)**

Introduction to evolution of plant communities and species of Hawai'ian ecosystems; eco-

logical 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 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 on 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.)

**BUS 170 Intro to Investments (3)**

An overview of financial markets including stocks, bonds, U.S. treasury and agency and municipal issues, futures contracts, mutual funds, time deposits, and real estate and how to participate in these markets. Course will emphasize fundamental and technical analysis of investment strategy. (3 hrs. 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.)

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**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.)  
 Recommended: Math 25 or equivalent.  
*Prerequisite:* Credit in MATH 24 or equivalent or consent of instructor.

**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 11(1)**

Laboratory experiments illustrating fundamental principles of chemistry. (Offered spring semester only.) (3 hrs. lab.)  
*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: DP alphas have been modified to ICS. See Information and Computer Science.

DP 115 has been modified to ICS 101 for UH Mānoa's business requirement.

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

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

**DRAMA 221 Acting I (3)**

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

**DRAMA 222 Acting II (3)**

Performance course concentrating on exploration of character creation; continued work on voice, relaxation, and self-realization. Attendance at 4 plays is required. (3 hrs. lect.) *Suggested preparation: DRAMA 221 or consent of instructor.*

**DRAMA 260 Dramatic Production (3)**

Introduction to process of converting a play into performance. Students are required to participate in at least one aspect of an actual production. (3 hrs. lect.)

**ECONOMICS (ECON)****ECON 101 Consumer Economics (3)**

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

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

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

**ECON 130 Principles of Economics (Microeconomics) (3)**

(Formerly: ECON 151) Study of how individuals make decisions which affect their income and wealth; how firms make decisions which affect profits and production. Relationship to demand, supply and prices of goods, and natural resources. (3 hrs. lect.) Recommended that students also take ECON 131 but not necessarily the same semester.

**ECON 131 Principles of Economics (Macroeconomics) (3)**

(Formerly: ECON 150) Study of the economic forces which determine a country's income, employment, and prices. Roles of consumers, businesses, banks, and governments are explored. (3 hrs. lect.)

Note to students: At the University of Hawai'i, Mānoa 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 En-

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. (Offered spring semester only.) (3 hrs. lect.)

*Prerequisite:* C grade or better in ENG 22/100 or equivalent and OAT 21B,C,D, 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 reading, 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

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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. Repeatable up to 4 credits, 4 credits applicable toward A.S. degree.

*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, structures, 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 structures, 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 Hawai'i 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,



## PROFILE

### THOMAS DEIR

A love for the ocean and an ecological commitment has led former WCC student Thomas Deir to paint a menagerie of sea life.

"I want to bring out an awareness of our environment in my paintings," he explained.

Deir has gained recognition as a leading ceramic tile designer in the islands. Lately, he has taken his marine designs from tile to canvas.

His work can be seen in different O'ahu locations and the Neighbor Islands, including Jarons restaurant in Kailua, the Honolulu Club, and the Hilton Hawai'ian Village.

Deir said his time at WCC played an important part in his life.

"Windward was a great place to learn," he said. "You have all that space and don't have to worry about crowds or parking. You just go, enjoy and

learn. I even had my own special tree that I would study under."

After high school, Deir went straight into commercial art as a graphic designer for advertising firms on O'ahu. But he came to WCC because he said he needed balance.

"I needed to fill my left brain; my right side was already filled with art," he explained.

When he's not painting, Deir and his mentor, artist John Pitre, have developed a paint that doesn't dry until it is heated. They have already traveled to Europe to discuss marketing their product.

"I want to make a difference with my work," Deir added. "I'm still learning how to keep time for painting."

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. In addition to tuition, field costs approximate \$250.

#### **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 103, 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 Hawai'ian volcanic processes is illustrated by studying Kilauea, Mauna Kea, Hualalai, and Kohala volcanoes. Students are responsible for air and ground transportation, meals, and lodging. (Offered fall semester only.)  
*Prerequisite: Completion of or concurrent registration in GG 103, or consent of instructor.*

#### **GG 212 Maui Field Geology (1)**

A four-day field trip on the island of Maui. A

survey of Hawai'ian volcanology and geomorphology illustrated by field studies of Haleakala and West Maui volcanoes. Students are responsible for air and ground transportation, meals, and lodging. (Offered alternate years.)

*Prerequisite: Completion of or concurrent registration in GG 103, or consent of instructor. Must have medical clearance.*

#### **GG 213 Moloka'i, Lana'i, and Kaho'olawe Field Geology (1)**

A four-day field trip on the islands of Moloka'i and Lana'i. Field studies of East Moloka'i, West Moloka'i, Makanalua (Kalaupapa) and Lana'i volcanoes, and an air tour of 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 103, 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 Koke'e (Waimea Canyon), Koloa, 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 103, or consent of instructor.*

### **HAWAIIAN (HAW)**

#### **HAW 101 Elementary Hawai'ian I (4)**

An elementary course in the Hawai'ian 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 Hawai'ian II (4)**

Continuation of HAW 101. (5 hrs. lect./lab.)  
*Prerequisite: HAW 101 or equivalent.*

#### **HAW 201 Intermediate Hawai'ian 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 Hawai`ian 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 Hawai`ian Culture I (3)**  
Hawai`ian 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 Hawai`ian 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 business 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 Hawai`i, 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 Hawai`i I (1)**  
Beginning course in hula covering fundamental steps and movements of the dance without instruments. (2 hrs. lab)

**HPER 125 Dances of Hawai`i 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 Hawai'i (3)**

A general study of the social, political and economic development of Hawai'i from the ancient Hawai'ians 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) Repeatable up to 12 credits, 12 credits applicable toward A.A. degree. No more than 12 credits in any combination of Independent Study or Cooperative Education may apply to the degree requirements.

*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. 199, 299—any combination repeatable up to 12 credits, 12 credits applicable toward

A.A. degree. No more than 12 credits in any combination of Independent Studies or Cooperative Education may apply to the degree requirements.

Exception: English 199, 299—any combination repeatable up to 6 credits, 6 credits applicable to the A.A. degree.

### **INFORMATION AND COMPUTER SCIENCES (ICS)**

Note: all Data Processing (DP) courses have been modified to ICS.

#### **ICS 100 Computing Literacy and Applications (3)**

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.)

*Prerequisite:* 12th grade reading level or score of 80 on the Nelson-Denny Reading Test; OAT 20 B/C or OAT 21 or equivalent; Math 1 or equivalent.

#### **ICS 101 Tools For The Information Age (4)**

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 (DOS, Windows shell, OS/2), word processing, spreadsheets, graphics, and database management systems. Students will design and develop spreadsheets and templates for problem-solving. Formulas, functions, graphs and printer options will be emphasized. This course is designed to satisfy the UHM College of Business Administration's computer competency requirements. (3 hrs. lect.; 2 hrs. lect./lab)

*Prerequisite:* ENG 22 or placement in ENG 100; Math 25 or 1 yr. high school algebra; keyboarding/typing skills.

#### **ICS 111 Introduction to Computer Science I (4)**

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 ACMCS-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.

#### **ICS 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. (3 hrs. lect.)

*Prerequisite:* 12th grade reading level or score of 80 on the Nelson-Denny Reading Test; OAT 20 B/C or OAT 21 or equivalent; Math 1 or equivalent.

#### **ICS 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. (3 hrs. lect.)

*Prerequisite:* 12th grade reading level or score of 80 on the Nelson-Denny Reading Test; OAT 20 B/C or OAT 21 or equivalent; Math 25 or equivalent.

#### **ICS 121 Microcomputer Topics: Desktop Publishing (3)**

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. Repeatable up to 8 credits, 3 credits applicable toward Certificate of Completion. (3 hrs. lect.)

**ICS 140 Elementary Operating Systems (3)**

This course examines and compares several operating systems used on computers. Although the emphasis will be on DOS, comparisons will be made to Unix, Vax/VMS and the Macintosh OS. (3 hrs. lect.)

*Prerequisite:* ICS 100 or ICS 101 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 attempting 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 Hawai'ian; 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. (5 hrs. lect./lab.)  
*Prerequisite: JPNSE 102 or equivalent.*

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

Continuation of JPNSE 201.  
*Prerequisite: JPNSE 201 or equivalent.*

**JOURNALISM (JOURN)****JOURN 150 Press and Society (3)**

An introduction to American mass media (news-papers, magazines, film, radio, television and advertising) and their role in society, including development, trends and responsibilities. (3 hrs. lect.)  
*Prerequisite: Nelson-Denny score of 76 or higher.*

**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 journal-

ism majors. Also open to journalism non-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. Repeatable up to 6 credits, 6 credits applicable toward A.A. degree.  
*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. (Offered spring semester only.) (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. (Not offered every semester.) (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 and Math 111

### Math Advisement Notes for Math 24 and 25 Students

The community colleges in the University of Hawai'i offer two courses, Math 24 and Math 25, to cover all the topics in Elementary Algebra. However, Kapi'olani, Maui, Kaua'i and Hawai'i Community Colleges cover topics in Math 24/25 in a different order compared to Honolulu, Leeward and Windward Community Colleges. Therefore, Math 24 from Kapi'olani, Maui, Kaua'i and Hawai'i is NOT equivalent to Math 24 at Honolulu, Leeward

and Windward. Similarly, Math 25 from Kapi'olani, Maui, Kaua'i and Hawai'i is NOT equivalent to Math 25 at Honolulu, Leeward and Windward. Kapi'olani, Maui, Kaua'i and Hawai'i Community Colleges should be making changes to their course number to Math 24X/25X to identify to students that there are differences from Math 24/25 at Honolulu, Leeward and Windward. Students successfully completing Math 25 or Math 25X from any campus in the University of Hawai'i will be able to take the next course, Math 27 (Intermediate Algebra) or Math 100 (Survey of Math).

To avoid problems, students who need to or want to take both Elementary Algebra courses are strongly advised to complete their two Elementary Algebra courses at one campus. Because Windward's Math 25 assumes a knowledge of topics covered in Windward's (or Honolulu's or Leeward's) Math 24, if you took Math 24 (soon to be Math 24X) at Kapi'olani, Maui, Kaua'i or Hawai'i Community Colleges, you need to see a math instructor for special clearance to be able to take Math 25 at Windward. Otherwise, you will be required to take Windward's Math 24 class.

### 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

## EXCELLENCE IN TEACHING AWARD

### CLAYTON AKATSUKA

WCC instructor Clayton Akatsuka's students aren't merely taught math; they're groomed in a special way.

In 1976, Akatsuka started his teaching career along with his hobby of dog show competition, which has enabled him to develop a unique philosophy.

"The basic ideas behind training show dogs and teaching are the same," Akatsuka said. "Consistency, repetition and practice apply to both types of training."

Both his career and hobby have brought in some prize results: WCC's 1993 Excellence in



Teaching award and 10 years of having the best cocker spaniel in Hawai'i.

The student-faculty committee that recommended Akatsuka for the WCC award said he has the ability to make a sometimes difficult subject enjoyable and understandable.

"I loved his class," said WCC student Joanne Asuncion. "He always made it exciting, especially the word problems. He was always available. Even when he was busy, he made time for me as well as other students."

Akatsuka's professional teaching career started out after he earned his bachelor's degree from UH-Manoa. In 1976, while working on his master's degree at Manoa, he started teaching at Kailua High School. From there, he taught at Mid-Pacific Institute until his move to WCC in 1990.

During his time at Mid-Pac, he refined his skill in the art of training both students and his prized pets. A focused approach to teaching is something Akatsuka applies in other areas of his life. "I feel a person must have goals — to know what you want to do in life. My goals are the same for teaching and in the training of my show dogs. To keep abreast of trends and technology in these fields allows me to keep improving."

Akatsuka also is an advisor to WCC's chapter of Phi Theta Kappa where his encouragement helps sustain students striving for academic excellence.

Akatsuka gauges his success as an instructor when students learn and enjoy math — "if they are inspired to go on and do more of it," he stated.

He believes that math is important to everyday life skills because it helps develop other skills such as problem solving, discipline and logic.

The sum of Akatsuka's two favorite subjects plus his dedication to teaching equals excellence.

"I can't picture myself doing anything else. I just want to keep doing what I'm doing — only better," he maintained.

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. (Not regularly offered.) (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. (Not regularly offered) (3 hrs. lect.)

*Prerequisite: MATH 27, satisfactory math placement test score, or equivalent, 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. (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. (Not regularly offered.) (3 hrs. lect.)

*Prerequisite: Math 206 or equivalent, or consent of instructor.*

**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. Repeatable up to 4 credits, 4 credits applicable toward A.A. degree. (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 up to 7 credits, 7 credits applicable toward A.A. degree. (3 hrs. rehearsal)

**MUS 121B 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. Repeatable up to 2 credits, 2 credits applicable toward A.A. degree. (2 hrs. lect.)

**MUS 121C Elementary Class Piano I (2)**

Basic principles of performance. Relevant problems in piano literature at elementary level. MUS 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 up to 2 credits, 2 credits applicable toward A.A. degree. (4 hrs. studio—8 wk. 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 121Z 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. (1 hr. lect., 4 hrs. studio—8 wk. term)

**MUS 122B 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. (2 hrs. lect./studio.)

*Prerequisite: MUS 123 or equivalent.*

**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. MUS 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: MUS 121C or consent of instructor.*

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

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

*Prerequisite: MUS 121D or consent of instructor.*

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

Intermediate slack key guitar: level 1. 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: MUS 121F or consent of instructor.*

**MUS 130F Slack Key Guitar Ensemble (1)**

Continuation of Music 122F. Increased emphasis on slack key literature, techniques, and tunings. Advanced intermediate techniques of slack key guitar as applied to ensemble playing. (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 organisms with their environment. Emphasizes field measurements and their applications. Lecture/laboratory/field trip course. (2 hrs. lect.; 3 hrs. lab)

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

**OCEAN 220 Hawai'i Fisheries (3)**

Description and examination of Hawai'i's commercial and recreational fisheries in terms of their biological basis in marine and fresh water food chains, their current size and importance in Hawai'i, 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 21B Keyboarding I (1)**

Emphasis on alphabetic and numeric keyboarding by touch; includes speed and accuracy drills. Covers basic editing procedures, formatting reports, and proofreading. (2 hrs. lect./lab)

**OAT 21C, Keyboarding II (1)**

Develops touch keyboarding skills; covers basic word processing, formatting correspondence, and proofreading. (2 hrs. lect./lab)  
*Prerequisite:* OAT 21B or OAT 20B/C

**OAT 21D, Keyboarding III (1)**

Covers basic word processing, editing proce-

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dures, formatting reports, and proofreading. Includes speed and accuracy drills. Speed of 35 words per minute required to complete this course. (2 hrs. lect./lab)

*Prerequisite:* OAT 21C

### **OAT 22B Skill Building (2)**

Develops keyboard mastery of the alphabet, numbers, and symbols. Emphasis on strategies and personalized drills to improve typing. (2 hrs. lect.)

*Prerequisite:* OAT 20C or OAT 21 or permission of instructor.

### **OAT 23 Document Formatting (3)**

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

*Prerequisite:* OAT 21 B,C,D

### **OAT 30 Information Processing (3)**

Overview of information processing concepts, as well as a study of information processing as a system. (Macintosh) (3 hr. lect.)

*Prerequisite:* ENG 22 or equivalent; 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. (3 hrs. lect.)

*Prerequisite:* OAT 30.

### **OAT 34 Word Processing (WordPerfect) (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 43C Professional Image (1)**

This course is designed for the college business student to develop businesslike appearance and to build a career wardrobe. (1 hr. 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 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. Repeatable up to 4 credits, 4 credits applicable toward A.S. degree.

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



## PROFILE

### ELIZABETH AKANA

WCC graduate Elizabeth Akana is one of the state's leading authorities on Hawaiian quilting.

Her quilts hang in museums and police stations, plush hotels and children's hospitals. A 13-part Hawai'i Public Television series last year featured her as its master teacher.

But what Akana says she loves most is just talking story about Hawai'i's history told through quilting. "Quilting was a way for the Hawaiian people to release what they were thinking and feeling," she explains.

"They could make bold, sometimes political statements about things going on around them. That's why they're so rich in history."

Akana says she enrolled at WCC "because there was a need in my life." She was recovering from

an operation and credits WCC with giving her the courage to continue her education.

"I had never liked school, and the UH scared me to death," she admits. "But I had some wonderful teachers at Windward. They freed me up and made me feel my opinions counted.

"And I found out I liked to learn! I couldn't wait to get home to read these books because they were so exciting."

Akana says she uses the library skills she learned at WCC to do her historical research and is working on a book about Hawaiian quilting.

"There are so many stories to be told about these islands through quilts," she says with feeling. "People need to hear this information, to appreciate the heritage we have."



**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 110 Introduction to Logic (3)**

A study of the foundations and development of rational thought and communication and their applications. Includes analysis of deductive reasoning, formal and informal fallacies, and the use of symbolic systems. (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.*

**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, includ-

ing 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 Hawai`ian Politics (3)**

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

**POLSC 245 Politics of Hawai`i, The Pacific and the 21st Century (3)**

General overview of the politics of Hawai`i, 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 development of women. Topics include: gender differences, personality, achievement motivation, moral development, autonomy, mental health, domestic violence. (3 hrs. lect.) (Cross-listed as WS 202 at UH Mānoa.)

*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. Exam-

ines 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 Hawai`i 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 Hawai`ian Religion (3)**

Major Hawai`ian religious teachings and practices from ancient times to the present. Investigation of cultural influence of Hawai`ian 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. Mānoa. (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 25, or equivalent, or consent of instructor.*

**SCI 123 Introduction to Science: Hawai`ian Perspectives (4)**

Characteristics of science and its interaction with society, illustrated by topics in geology, astronomy, oceanography and biology of the Hawai`ian 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 Hawai`i'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 indepth, detailed study of all ethnic groups in Hawai`i, rather it attempts to cover aspects deemed essential to an understanding of ethnic awareness. Discussion revolves around Hawai`i'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) (1-3)**

A work-study course providing opportunities to reinforce skills learned in the Social Science areas and to apply those skills in actual job situations. Repeatable up to 6 credits, 6 credits applicable toward A.A. degree. No more than 12 credits in any combination of Independent Study or Cooperative Education may apply to the degree requirements.

*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.*

**SSCI 297V Cooperative Education (1-4)**

A work study course providing opportunities to upgrade and diversify knowledge and skills learned in the behavioral and social sciences, and to apply these in job situations.

*Prerequisite: Minimum three (3) credits in SSCI 193V.*

**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 Hawai'i 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 structures of the Spanish language emphasizing speaking, writing, listening and reading. Oral communication 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. Oral communication emphasized. Utilizes videos, 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 structures and idioms in written and oral ex-

pression. Reading about 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 structures and idioms. Includes reading about 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 231 Performance of Literature (3)**

Introduction to the study of literature through performance. Practice in rhetorical and literary analysis culminating in and performance of literary selections for an audience. The nature of performance criticism. (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.)

## **WOMEN'S STUDIES (WS)**

### **WS 202 Psychology of Women (3)**

Study of theories, concepts and issues relevant to the psychological development of women. Topics include: gender differences, personality, achievement motivation, moral development, autonomy, mental health, domestic violence. (3 hrs. lect.) (Cross-listed as PSY 202 at UH Mānoa.)

*Prerequisite: PSY 100 or consent of instructor.*

## **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.) Recommended Preparation: high school biology.

### **ZOOL 106 Hawai`ian Marine Invertebrates (3)**

Survey of marine invertebrates, their structure, ecology, and evolutionary relationships. Emphasis will be placed on identification and uses of Hawai`ian tidal and coral reef animals. Three field trips required. (Not offered regularly.) (3 hrs. lect.) Recommended Preparation: ability to swim.

### **ZOOL 107 Identification of Hawai`ian Fishes (3)**

Identification of major groups and common species of fishes in Hawai`i with emphasis on shore fishes. Topics include morphology, adaptation, physiology, phylogenetic relationships, feeding relationships, behavior, ecology, fishing methods and Hawai`ian use of fishes. Lecture/laboratory/field trip course (two required field trips on Saturdays). (Not offered regularly) (2 hrs. lect.; 3 hrs. lab.) Recommended Preparation: ability to swim.

### **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.) Recommended Preparation: ability to swim.

# 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 Com-

munity 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 Mānoa campus of the UH?

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

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

*Credit/No Credit* grading options at Windward Community College need to be avoided if you expect to use the course in fulfillment of Mānoa core or major requirements. Mānoa 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*).

Mānoa 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 Mānoa. Counselors have a file of degree requirement sheets for the University of Hawai'i at Mānoa and are happy to help with your planning.

To enter the Mānoa 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 Mānoa campus with fewer than 24 credits, you will need to take the SAT (or ACT) test and present your high school grades.



# Student Activities and Organizations

The Associated Students of the University of Hawai'i 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, Ka 'Ohana, the College literary magazine, Rainbird, and other educational, cultural, and social activities.

Elections for Council seats are held each semester. 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.

Students are also encouraged to participate in campus clubs and organizations.

## 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 chap-

ter is actively involved in sponsoring events for intellectual and scholarly growth and provides opportunities for service, social activities, and developing friendships for its members.

## Clubs and Societies

Agriculture Technology Club

Art Club

Ceramics Club

Drama Club

Fealotani (Samoan) Club

Japanese Culture Society

KuPono (Hawai'ian Culture)

Nu Beta Delta (Business Club)

Partners in Peace

Sigma Delta Mu (Honors Society)

Student Educators Against AIDS

Support our Students (SOS)

Ukelele Club

Windward Glee Club

Women of Windward (WOW)

Word People



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 Services

## Windward Community College Staff and Faculty

CLAYTON AKATSUKA ..... Instructor,  
 Mathematics  
*M.Ed., University of Hawai'i  
 Fifth Year Teaching Certificate,  
 University of Hawai'i*

MILTON ANDERSON ..... Counselor, Academic  
 Advisor, Instructor  
*M.A., Chapman College  
 B.A., U.C.L.A.*

ELIZABETH ASHLEY ..... Technical Services  
 Librarian, Asst. Professor, CC  
*M.A., Arizona State University  
 M.S., Florida State University  
 B.A., University of Florida*

MICHAEL BOWLES ..... Electronics Technician  
*A.S., Mt. San Antonio College*

ELIZABETH BRAFFET ..... Media Specialist,  
 Instructor  
*M.S., Indiana University  
 B.S., Memorial University of Newfoundland*

- PATTI ISHIMOTO CHONG ..... Counselor,  
Academic Advisor, Asst. Professor, CC  
*M.Ed., University of Hawai'i*  
*B.Ed., University of Hawai'i*
- JOSEPH E. CIOTTI ..... Assoc. Professor, CC,  
Physics, Astronomy, Math,  
*Director, Aerospace Lab*  
*Ph.D., University of Hawai'i*  
*M.Ed., University of Hawai'i*  
*M.S., University of Hawai'i*  
*B.S., Georgetown University*
- LILLIAN CUNNINGHAM ... Assoc. Professor, CC,  
English:  
*Composition, Literature*  
*M.A., University of Arkansas*  
*B.A., Hastings College*
- JOHANNA DANOS ..... Asst. Professor, CC,  
Mathematics Mathematics Department Chair  
*M.S., University of Hawai'i*  
*B.A., University of Colorado*
- ROBERT deLOACH ..... Professor, CC,  
Anthropology, Sociology  
*M.A., University of Hawai'i*  
*M.S., Florida State University*  
*B.S., Florida State University*
- DAVID DENISON Professor, CC, Social Science,  
Geography Social Sciences Department Chair  
*M.A., University of Arizona*  
*Fifth Year Teaching Certificate, University of*  
*Hawai'i*  
*B.A., Southern Illinois University*
- PETER T. DYER ..... Provost  
*Ed.D., State University of New York at Albany*  
*M.Ed., University of Rochester*  
*A.B., Colgate University*
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*M.A., University of Hawai'i*  
*B.A., Muskingum College*
- ROY FUJIMOTO .... Director of Special Programs  
and Community Services  
*M.A., University of Hawai'i*  
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- MICHAEL GARCIA ..... Assistant Dean of  
Instruction  
*M.A., Pepperdine University*  
*B.S., California State University, Los Angeles*
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*M.A., University of Hawai'i*  
*B.S. Ed., Northwestern University*
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Humanities Department Chair  
*M.F.A., (equiv.) Basel School of Design,*  
*Basel, Switzerland*  
*B.F.A., Rochester Institute of Technology*
- CHARLES HEAUKULANI ..... Registrar  
*M.Ed., University of Hawai'i*  
*B.S., Chaminate College*
- JEAN HANNA ..... Asst. Professor, CC, Japanese  
*M.A., Sophia University, Tokyo, Japan*  
*B.A., University of Hawai'i*
- LORNA HERSHINOW ..... Instructor, English:  
Composition, Literature  
*M.A., University of Hawai'i*  
*B.A., University of Witwaterstrand*
- NANCY A. HEU ..... Public Services Librarian,  
Professor, CC  
*M.L.S., University of Hawai'i*  
*B.A., University of Hawai'i*
- NORMA S. HIGA ..... Professor, CC, Economics  
*M.S.T., University of Missouri*  
*Fifth Year Diploma, University of Hawai'i*  
*B.Ed., University of Hawai'i*
- SNOWDEN HODGES ... Asst. Professor, CC, Art  
*M.F.A., Maryland Institute College of Art*  
*B.F.A., Maryland Institute College of Art*
- JEFFREY W. HUNT ..... Assistant to the Provost  
*M.S., Whittier College*  
*Fifth Year Teaching Certificate, Whittier College*  
*B.A., Whittier College*
- ELLEN ISHIDA-BABINEAU ..... Instructor,  
Reading/Learning Skills  
*M.Ed., University of Hawai'i*  
*B.Ed., University of Hawai'i*

- KARLA A. JONES Assistant Dean of Instruction  
Ed.D., *University of Tennessee*  
M.A., *Eastern Kentucky University*  
B.B.A., *Idaho State University*
- NEAL JOSEPH ...Counselor, Academic Advisor,  
Professor, CC  
M.Ed., *University of Hawai'i*  
B.Ed., *University of Hawai'i*
- HIROSHI KATO .....Dean of Instruction  
Ed.D., *University of Hawai'i*  
M.S. & M.Ed., *University of Hawai'i*  
B.A., *Sacramento State College*  
A.A., *Bakersfield College*
- DONALD J. KILLEEN ..... Asst. Professor, CC,  
Learning Skills  
M.Ed., *University of Florida*  
B.S., *Trenton State College*  
A.A., *Middlesex County College*
- LEIMOMI KEKINA ..... Education and Academic  
Support Specialist  
B.A., *Loyola Marymount University*
- WINSTON N.A. KONG .Native Hawai'ian Voc-  
Ed Counselor, Instructor  
B.A., *University of Colorado*
- DAVID KRUPP ...Asst. Professor, CC, Biological  
Sciences, Oceanography  
Ph.D., *University of Hawai'i*  
B.A., *University of California, Los Angeles*
- HELEN KUOHA-TORCO ..Professor, CC, Office  
Administration and Technology  
Ed.D., *Nova University*  
M.Ed., *University of Hawai'i*  
B.A., *The Church College of Hawai'i*
- GILBERT K. KURODA ..... Fiscal Officer  
B.B.A., *University of Hawai'i*
- JERALD LEVINSON Educational and Academic  
Support Specialist  
B.A., *California State University-Northridge*
- RONALD LOO .....Professor, CC, Philosophy,  
Music  
M.A., *University of Hawai'i*  
B.A., *University of Hawai'i*
- YVETTE MALAMA ..Student Services Specialist  
B.A., *Hawai'i Loa College*
- JACQUELINE R. MALY .Professor, CC, Biology,  
Psychology, Science Department Chair  
E.Ed., *University of Hawai'i*  
M.Ed., *University of Hawai'i*  
M.A., *De Paul University*  
B.A., *University of Chicago*
- ANTOINETTE MARTIN .....Instructor, Art  
M.F.A., *University of Hawai'i*  
B.A. & B.F.A., *University of Hawai'i*  
B.A., *Michigan State University*
- KELLEY MARTINO ..... Counselor, Academic  
Advisor, Instructor  
M.S., *Chaminade University of Honolulu*  
B.A., *West O'ahu University*  
A.A., *Windward Community College*
- CLAYTON MASUDA ..... Asst. Professor, CC,  
Accounting  
CPA, HAWAII  
B.B.A., *University of Hawai'i*
- SCOTT MASUNO ..... Computer Specialist  
M.S., *University of Hawai'i*  
B.S., *University of Hawai'i*
- SANDRA MATSUI ..... Dean of Student Services  
M.A., *University of California-Santa Barbara*  
B.A., *University of California-Davis*
- FRANK MATTOS ..Asst. Professor, CC, English:  
*Composition, Literature*  
M.A., *University of Hawai'i*  
*Fifth Year Teaching Certificate, University of  
Hawai'i*  
B.A., *Chaminade University of Honolulu*
- FLOYD MCCOY .....Instructor, Geology,  
Oceanography,  
*Marine Option Program Coordinator*  
Ph.D., *Harvard University*  
M.Sc., *University of Hawai'i*  
B.S., *University of Hawai'i*
- FRED KALANI MEINECKE .....Instructor,  
Hawai'ian Language and Culture  
A.B., *University of California, Berkeley*

- CHARLES MITCHELL .....Instructor, English:  
Composition, Literature  
*M.A., Eastern Washington University*  
*Fifth Year Teaching Certificate, Pacific Oaks College*  
*B.A., Eastern Washington University*
- BENNETT MOFFAT .....Instructor, Drama  
*M.F.A., University of Hawai`i*  
*B.A., Vassar College*
- GLORIA MOORE ... Assoc. Professor, CC, Music  
*M.M., University of Hawai`i*  
*B.A., University of Oklahoma*
- ROY H. MURAMOTO .... Director, TRIO Project  
*M.Ed., University of Hawai`i*  
*M.B.A., Pepperdine University*  
*B.A., University of Hawai`i*
- OTOME M. MYERS ... Professor, CC, Psychology  
*M.P.H., University of Hawai`i*  
*M.S., Columbia University*  
*M.A., University of Chicago*  
*School of Social Work Certificate, University of Hawai`i*  
*B.A., University of Hawai`i*
- STEVEN NAKASONE ..... Director for Administrative  
Services  
*B.A., University of Hawai`i*
- PAUL L. NASH .... Asst. Professor, CC, Ceramics  
*M.A.T. Art Ed., Rhode Island School of Design*  
*B.F.A., Chouinard Art Institute, Los Angeles*
- CLYDE NOBLE Assoc. Professor, CC, Chemistry  
*Ph.D., University of Hawai`i*  
*A.B., Grinnell College*
- JANICE NUCKOLS ..... Professor, CC, History  
*M.A., University of Hawai`i*  
*B.A., Marietta College*
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Automotive Technology AMT Department  
Chair
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Mathematics  
*M.S., Oregon State University*  
*M.Ed., University of Hawai`i*  
*B.Ed., University of Hawai`i*
- ALAN C. RAGAINS ..... Asst. Professor, CC,  
Speech and Communication  
*M.A., Bradley University*  
*B.S., Illinois State University*
- PEGGY REGENTINE ..... Asst. Professor, CC,  
Information and Computer Sciences, Business  
Department Chair  
*M.Ed., Auburn University, Montgomery*  
*BGS, Roosevelt University*  
*B.S., Troy State University*
- DAVID RINGUETTE ..... Asst. Professor, CC,  
Agriculture  
*Agriculture Program Coordinator*  
*M.S., California Polytechnic State University*  
*B.S., Johnson State College, Vermont*
- JEAN MINAMI SHIBUYA . Professor, CC, English:  
Composition, Literature Language Arts Department  
Chair  
*M.A., University of Washington*  
*Fifth Year Teaching Certificate, University of Hawai`i*  
*B.A., University of Hawai`i*
- ESTRELLA SYBINSKY .... Professor, CC, Political  
Science  
*M.A., University of Hawai`i*  
*B.A., University of San Carlos*
- RAY T. TANIMOTO ..... Asst. Professor, CC,  
Automotive Technology  
*B.Ed., University of Hawai`i*  
*A.S., Honolulu Community College*
- MICHAEL TOM ... CAI Development Specialist,  
Instructor  
*M.B.A., Santa Clara University*  
*B.S., University of Hawai`i*
- LAURIE TOMCHAK Instructor, French, Spanish  
*Ph.D., University of California, Irvine*  
*M.A., University of California, Irvine*  
*B.A., University of California, Santa Cruz*
- EMI TROEGER ..... Professor, CC, Office  
Administration  
*and Technology*  
*M.Ed., University of Hawai`i*  
*B.Ed., University of Hawai`i*

- SIONE ULUAVE .....Instructor, Mathematics  
M.A., *Brigham Young University*  
B.S., *The Church College of Hawai`i*
- LEWIS WALDRON .....Educational Specialist,  
Agriculture  
B.S. Ed., *University of Hawai`i-Hilo*
- CHARLES WHITTEN .....Counselor, Academic  
Advisor,  
Professor, CC  
M.Div., *Southwestern Seminary, Texas*  
M.A., *Baylor University, Texas*  
B.A., *Baylor University, Texas*
- DE ETTA WILSON ....Head Librarian, Professor,  
CC  
Ph.D., *University of Southern California*  
M.Ed., *University of Hawai`i*  
M.L.S., *The University of Texas*  
B.A., *Louisiana State University*
- ALVIN YANAGISAKO.....Instructor, Social Science  
M.A., *University of Hawai`i*  
B.A., *University of Hawai`i*
- AILEEN YIM .Professor, CC, Reading/Learning  
Skills;  
Coordinator, *Learning Assistance Center*  
M.Ed., *University of Illinois*  
B.A., *University of Hawai`i*
- MARVIN YOSHIDA .....Asst. Professor, CC,  
Accounting  
CPA, *Hawai`i*  
B.B.A., *University of Hawai`i*
- ELIZABETH YOUNG .....Asst. Professor, CC,  
English: Composition and Journalism  
M.A., *University of Hawai`i*  
B.A., *University of Michigan*
- KENDRA ZANE .....Bookstore Manager  
B.A., *University of Hawai`i*
- Clerical and Maintenance Staff**  
Bernard Akana .....Groundskeeper  
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Frank Stanton

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**Windward Community College**

45-720 Kea'ahala Road

Kāne'ohe, HI 96744

Tel: 808-235-0077

FAX: 808-247-5362



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