

# Academic Calendar 2004-2005

## 2004-FALL SEMESTER

August 1 (Su) ..... APPLICATION DEADLINE FOR  
REGULAR ADMISSION  
16 (M) ..... Faculty Duty Day  
20 (F) ..... Holiday: Admissions Day  
23 (M) ..... FIRST DAY OF INSTRUCTION  
23-27(M-F) ..... Late Registration and Add/Drop Period

September 6 (M) ..... Holiday: Labor Day  
•12 (Su) ..... Last Day of Erase Period

November •1 (M) ..... LAST DAY OF OFFICIAL  
WITHDRAWAL, FALL SEMESTER  
LAST DAY TO MAKE-UP INCOMPLETE  
GRADE FROM SPRING 2004  
2 (Tu) .....Holiday: General Election  
11 (Th) ..... Holiday: Veterans Day  
25-26 (Th-F) ..... Thanksgiving Recess

December 9 (Th) ..... Last Day of Instruction &  
Last Day to Certify for Fall 2004 Graduation  
13-16 (M-Th) ..... Exam Period  
17 (F) .....End of Fall Semester

## 2005-SPRING SEMESTER

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

January 10 (M) ..... FIRST DAY OF INSTRUCTION  
10-14 (M-F) ..... Late Registration and Add/Drop Period  
17 (M) ..... Holiday: Martin Luther King Jr. Day  
•30 (Su) ..... Last Day of Erase Period

February 21 (M) ..... Holiday: Presidents Day

March 4 (F) ... Excellence in Education (Non-instructional day)  
•18 (F) ..... LAST DAY OF OFFICIAL  
WITHDRAWAL, SPRING SEMESTER  
LAST DAY TO MAKE-UP INCOMPLETE GRADE  
FROM FALL 2004  
21-25 (M-F) ..... SPRING RECESS  
25 (F) .....Holiday: Prince Kuhio Day  
Holiday: Good Friday

April 15 (F) ..... Commencement Program Deadline

May 4 (W) ..... Last Day of Instruction &  
Last Day to Certify for Spring 2005 Graduation  
9-12 (M-Th) ..... Exam Period  
13 (F) ..... End of Semester  
14 (S) ..... Commencement  
15 (Su) ..... Last Faculty Duty Day

## 2005 SUMMER SESSION (To be announced)

•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 2004**

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

**November 2004**

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

**February 2005**

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

**April 2005**

				1	2
3	4	5	6	7	8
9	10	11	12	13	14
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21	22	23	24	25	26
27	28	29	30		

**September 2004**

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

**December 2004**

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

**March 2004**

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

**May 2005**

			1	2	3
4	5	6	7	8	9
10	11	12	13	14	15
16	17	18	19	20	21
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28	29	30	31		

**October 2004**

				1	2
3	4	5	6	7	8
9	10	11	12	13	14
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21	22	23	24	25	26
27	28	29	30		
31					

**January 2005**

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

<input type="checkbox"/>	Academic dates of significance.
<input type="radio"/>	Holidays



University of Hawai'i  
**WINDWARD**  
COMMUNITY COLLEGE



From here, you can go anywhere



2004-2005

COURSE CATALOG

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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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<http://www.windward.hawaii.edu>

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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. 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 a college education or for pursuing an interest through our noncredit 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. Some 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 qualified and very dedicated faculty and staff 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.

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*Hearing impaired individuals desiring information may contact the College by using the Telecommunication Device for the Deaf (TTY) relay service at 643-8833.*

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 Steven Nakasone  
*Director for Administrative Services*  
 Sandra Okazaki  
*Director of Vocational and Community Education*

## 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 2003 enrollment of 1,888 students. The College offers both liberal arts and vocational educational programs.

A variety of noncredit courses is also offered; public affairs forums and cultural presentations are scheduled throughout the year. Courses are offered during the day and evenings, both on and off campus.

### MISSION OF WINDWARD COMMUNITY COLLEGE

*Windward Community College is committed to excellence in the liberal arts and career development; we support and challenge individuals to develop skills, fulfill their potential, enrich their lives, and become contributing, culturally aware members of our community.*

Windward Community College is further committed to the mission of the Community Colleges of the University of Hawai'i:

- To broaden access to post-secondary education in Hawai'i by providing open-door opportunities for students to enter quality educational programs within their own communities.
- To specialize in the effective teaching of remedial/developmental education, general education, and other introductory liberal arts, pre-professional, and selected baccalaureate courses and programs.
- To provide the trained workforce needed by the State, by offering occupational, technical, and professional courses and programs which both prepare students for immediate employment and career advancement.
- To provide opportunities for personal enrichment, occupational upgrading, and career mobility through credit and noncredit courses and activities.
- To contribute to and stimulate the cultural and intellectual life of the community by providing a forum for the discussion of ideas; by providing leadership, knowledge, problem-solving skills, and general informational services; and by providing opportunities for community members to develop their creativity and appreciate the creative endeavors of others. (University of Hawai'i Community Colleges, *Strategic Plan, 2002-2010, November 2002*)

### PURPOSE

Windward Community College's purpose is to serve the postsecondary 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 science 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 preservice, entry-level skills, or those seeking to upgrade existing skills;
- a selection of developmental courses for persons needing to review the basic learning skills: reading, writing, speaking, listening, and arithmetic. Students who need remedial preparation are directed to Adult Education classes offered by the Department of Education. Students are notified of this option on their placement test scores.
- public service programs, noncredit 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 support 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 90247, 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 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 A.P. 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. Most recent educational institution attended.
- k. E-mail address.
- l. Enrollment status (full-time or part-time).

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 a 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 recordkeeping, use of library materials, student affairs programs requiring verification of enrollment for the purpose of providing services, and alumni affairs.

Authority for requiring the disclosure of an applicant's SSAN is from Section 304.2 and Section 304.4, *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 registers for classes. Parent's, guardian's, or spouse's SSANs 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 (disability); and to comply with Federal and State laws which mandate affirmative action and/or prohibit discrimination in employment (including, but not limited to, hiring, firing, upgrading, salaries, benefits, training, and other terms, conditions, and privileges of 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 4070); 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 (disability); Hawai'i Revised Statutes, Chapter 76, 78, 378 (race, sex, sexual orientation, age, religion, color, ancestry, political affiliation, disability, marital status, arrest and court record). The UH Community Colleges strive to promote full realization of equal opportunity through a positive, continuing program including Titles I-IV of the Americans with Disabilities Act (ADA) P.L.101336. Accordingly, vocational education opportunities will be offered without regard to race, color, national origin, sex or disability. American citizens or immigrants with limited English proficiency 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, WCC's Section 504 Coordinator.

Individuals designated to coordinate the University of Hawai'i Community Colleges' nondiscrimination and affirmative action programs are:

Steve Nakasone (Section 504 Coordinator)

Phone: 235-7403

Karen Cho (EEO/AA) (Title IX Coordinator)

Phone: 235-7404

Windward Community College

45-720 Kea'ahala Road

Kāne'ohe, HI 96744

#### **DISCRIMINATION COMPLAINTS**

Students, employees, or applicants for admission or employment who believe that they have been discriminated against on the basis of race, sex, age, religion, color, ancestry, sexual orientation, national origin, disability, marital status, veteran's status or arrest and court record may file a complaint with Karen Cho, 235-7404, Hale Alaka'i, Room 120, EEO/AA coordinator. The EEO/AA coordinator will explain the available avenues of recourse and direct the person to the appropriate person or office.

#### **FEDERAL CAMPUS SEX CRIMES PREVENTION ACT**

"The release of relevant information that is necessary to protect the public shall be accomplished by public access to a file containing the relevant information on each registered sex offender, a copy of which shall be provided for inspection upon request at the Hawai'i criminal justice data center and at one or more designated police stations in each county, between the hours of 8:00 a.m. and 4:30 p.m. on weekdays excluding holidays. The chief of police and the attorney general shall provide the relevant information on sex offenders upon payment of reasonable fees. Relevant information on each registered sex offender may also be released from an electronic database maintained by the respective law enforcement agencies that is accessible to users through an interactive computer-based system."

#### **STUDENT MISCONDUCT GRIEVANCES**

The process of addressing allegations of discrimination are described in the CCCM No. 2210, *UH Community College Procedure and Guidelines, Relating to Complaints of Discrimination* and in campus Section 504 /ADA Grievance Procedure.

Students may also file complaints of discrimination with the Office for Civil Rights, 915 Second Avenue, Room 3310, Seattle, WA 981741099. Phone: (206) 2207920 FAX: (206) 220-7887.

The process of addressing allegations of misconduct is



described in the procedures for Handling Impermissible Behavior and the Academic Grievance Procedures. Copies are available at the Windward Community College Student Services Office.

### **EMPLOYMENT TRAINING CENTER**

The Employment Training Center (ETC) was established in 1964 within the State of Hawai'i and transferred to the University of Hawai'i Community Colleges in 1968. It was initially called the Manpower Training Office reflecting the national initiative set by the Manpower Development and Training Act.

ETC's primary mission is to serve Hawai'i's at-risk population who can benefit from support services and training designed to prepare them for successful transition to employment or further education. ETC adapts programs to serve unemployed, academically under-prepared, persons with disabilities and alienated youth through frequent entry/frequent exit vocational and basic skill programs.

On January 19, 2002, the University of Hawai'i Board of Regents approved the ETC merger with Windward Community College. ETC is now operating with the division of WCC's Office of Continuing Education and Training.

ETC is accredited by the Western Association of Schools and Colleges and was recognized by the American Association of Community Colleges and the U.S. Department of Labor as the Exemplary Program for At-Risk and Special Needs Youth.

ETC offers the following education and training programs:

- Essential Skills
- Leeward O'ahu Basic Skills
- English as a Second Language
- Office Administration and Technology I and II [articulated with Leeward Community College]
- Keyboarding
- Intro to Win 2002
- Intro to Excel 2002
- Intro to Powerpoint 2002
- Intro to Access 2002
- Auto Body Repair and Painting [articulated with Honolulu Community College]
- Culinary Arts on Windward CC campus [articulated with Kapi'olani Community College]
- Culinary Arts at Kuhio Park Terrace
- Construction Occupations at Windward CC

### **OFFICE OF CONTINUING EDUCATION AND TRAINING**

Windward Community College seeks to improve the quality of life and provide direct educational assistance to individuals, businesses, 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 noncredit instructional opportunities on and off-campus in Windward O'ahu. Persons who are interested in seminars or courses should contact the Office of Continuing Education and Training at 235-7433. This office also coordinates campus and off-campus programs for senior citizens.

### **OFFICE OF INTERNATIONAL PROGRAMS AND SERVICES**

Windward Community College participates with the Office of International Programs and Services. The Office of International Programs and Services administers the International Agreements Fund and serves as a clearinghouse for information on the University of Hawai'i's international involvement.

The Office of International Programs and Services establishes and implements systemwide policies and procedures to ensure the effective systemwide coordination of the university's international programs relating to immigration, study abroad, scholar services, protocol, exchanges, and cooperative agreements for systemwide implementation. The University of Hawai'i has exchanges and cooperative agreements at both the student and faculty levels with universities around the world and it has especially close ties with many universities in the Asia Pacific region. Please contact 956-6940 for more information.

### **ADVISORY COMMITTEES**

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

## ADMISSIONS INFORMATION

### ELIGIBILITY

Windward Community College welcomes part-time and full-time students who desire to attend college and can benefit from the educational programs offered. Windward Community College is open to Hawai'i residents who are 18 or older. A special early admit program for high school students with outstanding academic records accommodates students on a space available basis. The enrollment of non-residents and international students is limited by the Board of Regents policy and the Controlled Growth policy respectively.

### GENERAL ADMISSIONS REQUIREMENTS

**WCC APPLICATION DEADLINES** (for Hawai'i residents, non-residents and early admits)

Fall 2004	August 1, 2004
Spring 2005	December 15, 2004
Fall 2005	August 1, 2005
Spring 2005	December 15, 2005

#### 1. Application

- a. Complete and submit the University of Hawai'i System Application Form by the application deadline. Applications are available at Windward Community College, from any Hawai'i high school counselor, and at our website, [www.windward.hawaii.edu](http://www.windward.hawaii.edu).
  - 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 complete a new application for the semester or term they wish to re-enter.
2. Placement testing in math and English is required if a student wishes to register in math and English courses or any course with a math/English prerequisite. Test results will indicate the level at which 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.

All new and transfer students are encouraged to attend a preregistration academic advising session conducted by our counselors. At this meeting, students receive information on how to select classes and how to register.

#### 3. Health Clearances

In compliance with public health regulations, new

students, prior to registration, must submit proof of health clearances for tuberculosis (TB) and measles.

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

#### 4. Registration

Students who have applied and been accepted may then register for classes. For registration periods, please refer to the Academic Calendar (inside front cover). Tuition and fees are due in full at the time of registration.

### 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 earn a score of 500 or more. Some students may be referred to nearby English as a Second Language Programs based on their placement testing. INS requirements must be met. High school and college transcripts are required of each international student.

International applicants must comply with all regulations of the Immigration and Naturalization Service as well as with applicable policies of the Board of Regents of the University of Hawai'i and the policies of Windward Community College. For purposes of clarifying requirements for admission, international students who are not U.S. citizens and who have not been admitted to live in the U.S. permanently are designated as nonimmigrants. Windward Community College is authorized under Federal law to enroll nonimmigrant alien students.

Contact the Admissions and Records Office for rules and regulations and admission requirements.

#### International Students Application deadline

Fall Semester	June 1
Spring Semester	November 1

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.

### 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 nonresident, 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.

The maximum number of non-resident students that can be accepted by the College is limited by the Board of Regents policy.

Some of the more pertinent University residency regulations follow. For additional information or interpretation, contact the residency officer in the Admissions and Records Office (235-7432).

**DEFINITION OF HAWAI'I 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.
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. Continued presence in Hawai'i during vacation periods and occasional periods of interruption of the course of study does not itself overcome this presumption.
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.

These considerations do not exhaust all of the factors that affect the determination of residency. For more information, consult the "Rules and Regulations Governing Determination of Residency as Applied to Tuition Payments and Admission at All Institutions Under the Jurisdiction of the Board of Regents of the University of Hawai'i."

### RESIDENCY APPEAL PROCESS

Residency decisions may be appealed by contacting the residency officer. Appeals should be initiated prior to registering for classes. Appeals are heard by the Committee on Resident Status only after the resident tuition is paid.

### STATUTORY EXEMPTIONS TO RESIDENCE

Students classified as non-residents are required to pay non-resident tuition, unless exempted from paying such tuition through one of the statutory exemptions listed below:

- a. United States military personnel and their authorized dependents during the period such personnel are stationed in Hawai'i on active duty.
- b. Persons who are legal residents of any Pacific Island or Asian district, commonwealth, territory, or insular jurisdiction, state, or nation which provides no public institution of higher learning.
- c. Employees of the University of Hawai'i and their spouses and legal dependents.
- d. Hawaiians, descendants of the aboriginal peoples that inhabited the Hawaiian Islands and exercised sovereignty in the Hawaiian Islands in 1778.

Resident or non-resident status for admission and tuition purposes is determined by answers to questions in the residency portion of the University of Hawai'i 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 Purposes."

### 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.

**FOR INQUIRIES ON ADMISSION TO THE COLLEGE, CALL 235-7432 OR VISIT THE ADMISSIONS OFFICE IN HALE ALAKAÏ, ROOM 112.**

## FINANCIAL INFORMATION

### TUITION AND FEES

	Resident*	Non-Resident
<b>Tuition</b>	\$47 per credit	\$242 per credit
<b>Student Activities Fee</b>	\$1 per credit (up to \$10)	\$1 per credit (up to \$10)
<b>Student Publication Fee</b>	\$1 per credit (up to \$10)	\$1 per credit (up to \$10)
<b>Total Per Credit</b>	\$49	\$244

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

Pending approval, some courses may require additional fees.

#### 1. Credit Courses

All tuition and fee charges at University of Hawai'i campuses are subject to change in accordance with requirements of state law and/or action by the Board of Regents or the University administration.

#### 2. Non-credit Courses

Tuition and fees vary, depending on the length of the course. Please call 235-7433 for detailed information.

**Dishonored Check Fee:** A \$15 service charge will be assessed for checks which are made out to the University of Hawai'i and returned for any cause. Interest charges at the rate of \$.10 per month, or a fraction of a month, will also be charged until the dishonored check is cleared.

**Late Registration Fee:** A late registration fee of \$30 is charged (in addition to tuition and student activity and publication fees) for registering after the regular registration period. If a student registers late on more than one campus, the late fee is paid only once.

**Course Change Fee:** A \$5 Change of Registration fee is charged for each change made at the request of a student.

**Graduation Fee:** A \$15 graduation fee is payable at the time of application for graduation. Diplomas and certificates will not be processed without this payment. Diplomas printed in Hawaiian are available for an additional \$15. **English language diplomas must be ordered first or at the same time.**

**Transcript Fee:** A \$3 fee is charged for each transcript. A \$10 rush fee is charged for transcripts processed over-

the-counter or by the next business day. Transcripts can be released only upon the duly signed request of the student. Telephone requests cannot be honored.

**Non Resident Application Fee:** A \$25 fee is charged for all non-residents, excluding military-exempt personnel and their authorized dependents.

**Duplicate Fee Slip:** A \$2 fee is charged for a duplicate fee slip.

**Printing Fee:** A minimum fee of \$.09 per page is charged to print on the public printers in the Library, The Learning Center (TLC) and the No'eau 121 Computer Lab. Black and white, and color printers are available.

### PAYMENTS

All fees must be paid by cash, check or credit card (Visa, Mastercard or JBL) 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 a complete withdrawal from the University (or College), change from full-time to part-time status, or change from one tuition rate to another during the three-week refund period, 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 late registration (add period).
2. 100% refund for change in status or tuition rate if made on or before the last day of late registration (add period), unless otherwise stipulated by federal regulations.
3. 50% refund for complete withdrawal or change in status or tuition rate if made after the late registration period (add period) but on or before the end of the refund period (third week of instruction), unless otherwise stipulated by federal regulations.
4. 0% refund if complete withdrawal or change in status or tuition rate is made after the refund period, unless otherwise stipulated by federal regulations.

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 occurred after the student registered, tuition and special course fees are refunded as indicated below upon approval of the College's 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 established 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 established schedule.

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

#### **Student Activity Fees Refund Policy—Regular Academic Semester**

1. 100% refund for complete withdrawal only if made on or before the last day of late registration (add period).
2. No refund of the student activity fee if complete withdrawal is made after the first day of instruction.

#### **Tuition and Special Course Fees Refund Policy—Non-Semester Long Credit Courses**

The refund policy at all institutions shall be 20% of the instructional period. The instructional period includes all calendar days beginning from the first day of instruction and ending on the last day of instruction. No refunds will be made for courses where the instructional period is 10 days or less, except before the first day of instruction. Refunds for credit courses that are not semester long shall be as follows:

1. 100% refund for complete withdrawal only if made on or before the last day of late registration (add period) as established at each institution.
2. 50% refund for complete withdrawal or change in status or tuition rate if made after the late registration period (add period) but on or before the end of the refund period as defined above, unless otherwise stipulated by federal regulations.

#### **Student Activity Fees Refund Policy—Non-Regular Academic Term**

1. 100% refund of the student activity fee for complete withdrawal only if made on or before the first day of instruction.
2. No refund of the student activity fee if complete withdrawal is made after the first day of instruction.

#### **Non-Credit Courses or Workshops Refund Policy**

1. One to five weeks in length—100% refund for complete withdrawal if made on or before the last day of instruction; thereafter no refund.
2. Six weeks or longer—100% refund for complete withdrawal if made on or before the fifth day after the first day of instruction; thereafter no refund.

#### **Refunds for Cancelled Classes**

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

#### **FINANCIAL OBLIGATIONS TO THE UNIVERSITY**

Students who have not satisfactorily adjusted their financial obligations to any part of the University System (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 for eligible students who seek help in funding expenses associated with their enrollment. The Financial Aid Office administers Federal and State student aid programs at Windward Community College. The Financial Aid Office is located in Hale Alaka'i, Room 106A and the phone number is 235-7449. Federal and State financial aid programs are available in the form of grants, low interest rate student loans, campus employment, tuition waivers and scholarships. The programs available at the College are described below.

Financial aid programs are subject to change.

### FEDERAL FINANCIAL AID PROGRAMS

The majority of aid awarded by Windward Community College is federal and based on demonstrated financial need. Eligibility requirements are determined by federal rules and include the following:

Applicant must:

- be a U.S. citizen or an eligible noncitizen (permanent resident)
- be enrolled in a degree granting program (classified student)
- be making satisfactory academic progress toward a degree
- not be in default on a loan or owe a refund on a federal grant
- have obtained a high school diploma, GED, or have passed a federally approved test.
- be registered with Selective Service, if required.

Federal Financial aid includes:

**FEDERAL PELL GRANTS:** These are federal entitlements available to any qualified, needy undergraduate student who is attending college at least halftime and who has not previously earned a Bachelor's degree.

**FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (SEOG):** This grant is available to undergraduate students with exceptional financial need who are attending school at least half-time.

**FEDERAL WORK STUDY PROGRAM (FWSP):** Funds part-time employment on campus. Students are limited to a maximum of 20 hours per week during academic terms. An individual student's award is based upon his or her individual need and the availability of funds.

**FEDERAL PERKINS LOAN PROGRAM:** Awards are based on demonstrated financial need and availability of funds. Repayment begins nine months after the borrower ceases to be enrolled on at least a half-time basis. Deferments are available.

**SUBSIDIZED FEDERAL STAFFORD LOAN:** A Federal Stafford loan is made through a bank or lending institution and guaranteed by a state agency. Annual loan limits differ depending on a student's academic level and existing Stafford loan balance. Repayment begins six months after the borrower ceases to be enrolled on at least a half-time basis. Deferments are available.

**UNSUBSIDIZED FEDERAL STAFFORD LOAN:** The maximum amounts and interest rates of this loan program are similar to the Subsidized Federal Stafford Loan program. However, interest begins accruing upon disbursement of the funds. Deferments are available.

**FEDERAL PARENT LOAN FOR UNDERGRADUATE STUDENTS (FPLUS):** This program provides additional loan funds for a student's educational expenses. Parents of dependent students may borrow up to the calculated cost of attendance minus other student aid for their child from the FPLUS program. The interest rate on FPLUS loans are variable. Interest begins accruing upon disbursement of the funds. Deferments are available.

### STATE FINANCIAL AID PROGRAMS

**STATE HIGHER EDUCATION LOAN (SHEL):** This loan program is available to Hawai'i residents. Students are limited to a total of \$1,500/year from this loan program while attending Windward Community College. Awards are based on demonstrated financial need and availability of funds. Repayment begins nine months after the student ceases to be enrolled on at least a half-time basis. Deferments are available.

**LEVERAGING EDUCATIONAL ASSISTANCE PARTNERSHIP (LEAP):** Tuition grant available to needy undergraduate students attending school at least half-time. To qualify, a student must be eligible for a Pell Grant and be a resident of Hawai'i for tuition purposes.

**TUITION WAIVERS** Windward Community College issues a limited number of needs-based tuition waivers. Tuition waivers waives a student's tuition and are included as part of a student's financial aid package based on availability of funds.

State tuition waivers are awarded to students on the basis of demonstrated financial need, academic merit, school service, or Native Hawaiian ancestry.

### PRIVATE SCHOLARSHIPS

Many scholarships are offered by private donors and organizations. Throughout the school year, the Financial Aid Office posts scholarship announcements on the Scholarship Board located in the hallway next to Hale Alaka'i, Room 106A. A scholarship database is also available on the Internet at the University of Hawai'i's address:

<http://dbserver.its.hawaii.edu/cash/>

Other resource publications may also be viewed at the Financial Aid Office.

**FOR INQUIRIES ON FINANCIAL AID, CALL  
235-7449 OR VISIT THE FINANCIAL AID  
OFFICE IN HALE ALAKA'I, ROOM 106A.**

### SHORT-TERM LOANS

Shortterm loans are available to meet emergency educational expenses. The student must be enrolled at least half-time and the loan must be repaid within 30 days.

### SELECTIVE SERVICE REGISTRATION AND FEDERAL STUDENT AID

Military Selective Service Act (P.L. 97252) requires that beginning 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: Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (SEOG), Hawai'i Student Incentive Grant (HSIG), Federal Perkins Loan Program, Federal Family Educational Loan Program, Subsidized Federal Stafford Loan, Unsubsidized Federal Stafford Loan, Federal Parent Loan for Undergraduate Students. 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 noncitizens eligible to receive Federal financial aid except permanent citizens of the Federated States of Micronesia, the Republic of Marshall Islands or the permanent residents of the Republic of Palau.

### APPLICATION PROCESS

Students who are interested in applying for aid from the College should obtain a Free Application for Federal Student Aid (FAFSA) either from the financial aid office nearest them or from the WCC Financial Aid Office, and follow the process below:

- 1) Complete the **FAFSA** (Free Application for Federal Student Aid) and submit to the Federal government. You may submit your FAFSA with either the paper application/envelope furnished in the FAFSA booklet or via the internet through the FAFSA website at <http://www.fafsa.ed.gov>. WCC's **Federal School Code is 010390.**

If you choose to submit your FAFSA via the internet, it is recommended that you (and your parent if you are classified as a dependent based on the FAFSA definition) use your **PIN** number(s) for electronic signature purposes. A PIN number can be obtained by visiting the following website at <http://pin.ed.gov>. If you encounter difficulties in the electronic process, please contact the Federal Student Aid Information Center at 1-800-433-3243 for assistance.

- 2) Within 4 weeks of submitting the FAFSA, a **Student Aid Report (SAR)** will be returned to you by the federal government. Please review the SAR for accuracy and make any necessary corrections. If WCC is listed on the SAR, the WCC Financial Aid Office will also receive a copy of it electronically and establish an office file for you.
- 3) The WCC Financial Aid Office will notify you in writing if any additional information or documentation is required to complete your file to determine your eligibility.
- 4) Upon determination of your eligibility, the WCC Financial Aid Office will inform you in writing of your award status and provide you with additional information concerning your financial aid award.

Students are encouraged to apply as early as possible since some of the financial aid programs offered by the College have limited funds. The priority deadline for applying is April 1st of each year. Completed applications received after the deadline will be considered as long as funds are available.

### REFUND ALLOCATION POLICY FOR FINANCIAL AID RECIPIENTS

In the event a financial aid recipient completely withdraws from the College, any refund due to unearned tuition and fees will be applied to the financial aid program(s) from which the student benefitted. The order of financial aid programs to which the refund will be applied is available at the Financial Aid Office.

Financial aid recipients are advised to contact the Financial Aid Office prior to withdrawing from the College.

### ADDITIONAL INFORMATION

Additional information is available in the U.S. Department of Education's publication, "The Student Guide." This publication is free and available at the Financial Aid Office. All questions regarding aid at Windward Community College may be directed to the Financial Aid Office.

### VETERANS ADMINISTRATION

Windward Community College is a State-approved school for veterans' benefits. Information regarding eligibility, entitlement and types of training authorized may be obtained from the Veterans Administration Regional Office.

## CENTERS FOR LEARNING

### THE LEARNING CENTER (TLC)

The Learning Center, located in Hale Mānaleo, 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 study skills on a drop-in basis.

### COMPUTER LABS

The No'eau 121 PC Lab has computers and printers available for self-service use by all Windward students.

The applications available in the No'eau 121 PC Lab include Microsoft Office Pro (Word, PowerPoint, Excel, and Access), Internet Explorer, Adobe Photoshop, Adobe Acrobat Pro, AppleWorks, and Derive.

### LIBRARY

The library in Hale La'akea 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, nonprint materials and online databases. Internet stations are provided for student and faculty research. Print and nonprint materials are shelved together on open stacks, and equipment for using the

nonprint materials is available in many of the carrels. While primarily for the use of students of the College, the library also welcomes use by other University of Hawai'i students and community members.

Resources of other libraries in the University of Hawai'i system are available to students and faculty at Windward Community College through interlibrary loans.

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. For additional information, contact the library at 235-7338.

### MATH LAB

The Math Lab, located in Hale Mana'opono, Room 103, is open daily. Services include drop-in tutorial assistance in math, access to math lab resources and references, and assessment/advising in math.

### MEDIA CENTER

The Media 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 audiovisual requirements of student projects. The Center is located in Hale No'eau.

### FUJIO MATSUDA TECHNOLOGY TRAINING AND EDUCATION CENTER

The Office of Continuing Education and Training 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 followup 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 EXPLORATION LAB

The Aerospace Exploration Lab is a science education resource center and hands-on exploratorium providing instructional materials and services in astronomy, astronautics (rocketry), aeronautics (aviation) and atmosphericology (weather and climate). The facility is located in Room 135 of the science building, Hale 'Imiloa.

A library of aerospace books, magazines, audio and video tapes,





35mm slides, posters, curricular programs, and demonstration models is available to teachers and students. Hours of operation are Monday through Friday from 9:30 a.m. to 2:30 p.m.

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

The Aerospace Exploration 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 call 235-7321.

#### **HAWAI'I SPACE GRANT CONSORTIUM— WINDWARD**

Windward Community College is a participating member of the Hawai'i Space Grant College, which promotes student involvement in space science education. Each semester, a limited number of stipends are available to students engaged in spacerelated projects. Students choose a topic under the guidance of a faculty mentor whom they work with throughout the semester. Sample projects might focus on space science curriculum development, actual astronomical observations, remote sensing of the earth and space art. At the beginning of the semester, students will have the opportunity to make a brief presentation of their work at a forum of the Hawai'i Space Grant Consortium. Contact Dr. Joseph Ciotti for further information at 236-9111.

#### **HOA'AINA RS/GIS CENTER**

The Hoa'aina RS/GIS Center serves to facilitate WCC's undergraduate curriculum in Remote Sensing (RS), Geographic Information Systems (GIS) and Global Positioning System (GPS). This center further serves as a resource to researchers, managers, educators and community members whose work can benefit from the application of these advanced technologies. Current applications involve coral reef monitoring in Kāne'ōhe Bay, stream monitoring in the Windward watershed and archaeoastronomical surveys.

The Hoa'aina RS/GIS Center is designated as a NASA Center of Excellence in remote sensing. For further information, visit: <http://hoaina.wcc.hawaii.edu/mainmenu/descript.htm>.

#### **HÖKŪLANI IMAGINARIUM**

The Hōkūlani Imaginarium is a multi-media, state-of-the-art planetarium. The theater houses a Digistar II Projector with over 80 additional special effects projectors. Its 66 seats are equipped with interactive buttons for audience participation and infrared hearing devices. This facility is available for K-12 visits as well as group and public shows. For additional information, call 235-7321 or the Office of Continuing Education (OCET) at 235-7433.

#### **KUHI LĀ'AU**

The Kuhi Lā'au — Tropical Plant and Orchid Identification Facility: Inouye and Rifai Collections is located in Hale 'Imiloa, Room 112-A. The facility provides a free plant identification service, focusing on plants of Hawai'i, tropical plants of Asia and the Pacific, and orchids. Fresh samples of branches, flowers or fruits should be sent to the facility. Information regarding plant names and ethnobotanical uses will be mailed to the sender within a week. For further information, contact Dr. Ingelia White, Director, at 236-9102.

#### **WATER QUALITY LAB**

The Water Quality Lab, a Windward Community College project, is part of the Department of Natural Sciences. Located in Hale 'Imiloa, the Lab conducts collaborative projects with community agencies and is a learning center for students who wish to gain experience in sampling and analysis of stream water. Students may participate in the project for credit as an undergraduate directed research course. Paid internships are available with NOAA funding. For additional information, contact Dr. Leticia U. Colmenares at 236-9120 or via email at [leticia@hawaii.edu](mailto:leticia@hawaii.edu).

#### **LANIHULI OBSERVATORY**

The Lanihuli Observatory is an astronomical/meteorological facility which provides students with hands-on opportunities in basic observation and research. In partnership with NASA Goddard Space Flight Center, this facility operates a log-periodic radio telescope which supports the Radio Jove Project. Signals from Jupiter and the Sun are streamed over the internet. This observatory also houses a NOAA weather satellite tracking station, which provides real-time downlinks of weather conditions over the Hawaiian Islands. A 16" optical telescope and a solar heliostat will be added to this facility.

#### **AEROSPACE EDUCATION LABORATORY NASA FLIGHT TRAINING**

Operated in affiliation with NASA Glenn Research Center, this Aerospace Education Laboratory (AEL) houses computer simulators designed for exploring careers in aerospace. Located in Hale 'Imiloa, Room 112, this facility is available to WCC students and as a community outreach resource for students in grades six and above. For more information, contact 235-7321.

## 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.

**FOR FURTHER INFORMATION, CALL 235-7413 OR VISIT STUDENT SERVICES IN HALE 'ĀKOAKOA, ROOM 203.**

### 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 in Hale 'Ākoakoa, Room 202.

### 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. Copies 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 drylabbing, 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 Windward Community College 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*. 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. The following is a general summary of the steps in resolving a complaint. Students who have a complaint are urged to consult Policy No. 4-6 for more information if they wish to go beyond Step 2 below.

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

Students who have a complaint must follow strict timelines 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 Chancellor of its findings and recommendations within 5 days after the close of the hearing. The Chancellor'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*. Copies are available at Windward Community College's Student Services Office. Students may also file complaints of discrimination with the Office of Civil Rights, Region IX, Henry M. Jackson Federal Building, 915 Second Avenue, Rm. 3310, Seattle, WA 98174-1099. Phone: (206) 220-7900, FAX: (206) 220-7887.

#### **CHANGE OF ADDRESS**

Students are responsible for keeping the Admissions and Records Office informed of their correct mailing address.

#### **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 Hale Alaka'i, Room 112.

#### **STUDENT SERVICES**

The Student Services office is located in Hale 'Ākoakoa, Room 203.

#### **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 and prerequisite courses 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. Please follow the instructions in your admission letter regarding the test.

#### **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 the Office of Student Services at 235-7413 for more information.

## STUDENT EMPLOYMENT

Job placement assistance is available on a limited basis for referrals to on-campus jobs through the Personnel Office. Eligibility is based on a minimum enrollment of 6 credits within the University of Hawai'i system and a minimum GPA of 2.0. Call 235-7404 or stop by Hale Alaka'i, Room 120. See the Federal Work Study Program (FWSP) section for more information.

## SERVICES TO STUDENTS WITH DISABILITIES

In accordance with Section 84.4 of the Federal rules and regulations governing Section 504 of the Rehabilitation Act of 1973, no qualified individual with a disability shall, on the basis of his/her disability, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from Federal financial assistance.

Students with disabilities, either permanent or temporary, are provided the following services:

- personal, academic and career counseling
- admissions and financial aid application assistance
- campus orientation
- registration assistance
- tutorial, reader, notetaker, interpreter, and/or other academic support services as needed
- campus accessibility map
- specifically designed auxiliary equipment to meet the needs of the disabled student

Students desiring special services are advised to contact the Student Academic Achievement and Retention (STAAR) program at least six weeks prior to the beginning of the semester so that services may be arranged on a timely basis. For further information and assistance please call 235-7489.

For disability accommodations, contact Yvette Malama at 235-7489 or the TTY relay service at 1711 or 1511. Advance notice requested.

Hearing impaired individuals desiring information may contact the College by using the Telecommunication Device for the Deaf (TTY) relay service at (808) 643-8833 or by using the TTY phone located in Hale Alaka'i.

Information about the programs, services, activities, and facilities which are available to persons with disabilities can be obtained by contacting the (STAAR) Program at 235-7487.

## STUDENT ACADEMIC ACHIEVEMENT AND RETENTION (STAAR) PROGRAM

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 Student Academic Achievement and Retention (STAAR) Program office located in Hale Mānaleo, Room 107, or to call 235-7487, for further information.

## FOOD SERVICES

Cafeteria services are available in Hale 'Ākoakoa (Campus Center). Several campus buildings are equipped with vending machines. There are several fast food restaurants in nearby Kāne'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 the 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 or in restricted areas indicated 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 owners' 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 Hale 'Ākoakoa 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 lowcost health services are available at the Windward Comprehensive Health Center, adjoining the campus.

International Students (I-20 visas) must present proof of 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 Hale Alaka'i, Room 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, Federal Drug-free Schools and Communities Act of 1989 and Drug Free Workplace Act of 1988, and the University smoking policy (effective January, 2003), smoking is prohibited in the following areas:

- a) All interior spaces, including courtyards, terraces, stairways, ramps, patios, and lanais.
- b) Within 20 feet of building entrances/exits, air intake vents, and windows not air-conditioned.
- c) Within 50 feet of designated pick-up and drop-off points.
- d) Any other area designated as a non-smoking area by the College's administration.

**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 shall be subject to the provisions of the student conduct code. Faculty and staff found in violation 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.

The purchase, possession or consumption of alcoholic beverages is regulated by state law. Students are expected to know and abide by state law and by University rules and regulations governing the use and consumption of alcoholic beverages on campus. Students are referred to Board of Regents policy, executive policies and campus guidelines regulating the use and consumption of alcoholic beverages on campus.

Students are not permitted to be under the influence of, possess, manufacture, distribute, or sell illicit drugs, as prohibited by state law, at University sponsored or approved

events, on University property or in buildings used by the University for its educational or recreational programs. Reasonable suspicion of possession or use of illegal drugs and substances on campus may subject the students involved to investigation.

Sanctions which may be imposed on violators of the alcohol and drug related sections of the Student Conduct Code include disciplinary warning, probation, suspension, expulsion, or rescission of grades or degree. Copies of the full text of the Code are available in the Office of the Dean of Student Services.

School 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 laws.

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.

**LETHAL WEAPONS**

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

**SEXUAL ASSAULT POLICY**

As required by the Higher Education Amendments of 1992, the College has a Sexual Assault Prevention Policy which explains the College's Sexual Assault Program presented to promote awareness of rape, acquaintance rape and other sex offenses and the procedures for reporting offenses. A copy of the Sexual Assault Policy can be obtained from the Office of Student Services, Hale 'Ākoakoa, Room 202.

**SEXUAL HARASSMENT POLICY**

It is the policy of the College to provide a safe and comfortable learning and working environment for students and employees. Sexual harassment is a form of discrimination that can undermine the foundation of trust and mutual respect that must prevail if the University is to fulfill its educational mission. Sexual harassment will not be tolerated in any part of the University's programs and activities. Sanctions will be imposed on members of the University community who violate this policy. Disciplinary actions against employees will be subject to the collective bargaining agreements. For more information and/or copies of the procedure for the Sexual Assault Prevention Program, please contact the campus' sexual harassment officers, Steven Nakasone or Karen Cho, in the Office of Administrative Services in Hale Alaka'i, Room 120.

# ACADEMIC REGULATIONS

## DEFINITION OF TERMS USED AT WINDWARD COMMUNITY COLLEGE

**Academic Subject Certificate:** A college credential for students who have successfully completed a specific sequence of credit courses from the Associate in Arts (A.A.) curriculum. The sequence must fit within the structure of the A.A. degree, may not extend the credits required for the A.A. degree, and shall be at least 12 credit hours. The issuance of the Academic Subject Certificate requires that the student must earn a GPA of 2.0 or better for all courses required in the certificate.

**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 classes each semester.

**Certificate of Achievement:** A credential awarded to students who complete a prescribed series of courses leading to an occupational skill and usually includes appropriate courses in related and general education. Depending on the program, the total number of units of credit required may vary from 24 to 45.

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

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

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

**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 two weeks for a 13-week term 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 (ninth week for 13-week term, fifth week for eight-week courses, third week for five-week courses).

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

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

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

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

**Semester:** A time span of fifteen weeks within a four and one-half month period during which courses are offered and

completed. There are usually two semesters in one academic year: fall semester and spring semester. There may be several "accelerated terms" within each semester. Two six-week summer sessions may also be held.

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

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

**Writing Intensive (WI) Courses:** These courses emphasize writing as an essential tool for learning course material. WI courses provide consultation between the instructor and the student about writing, and establish writing as a major element in the grade for the course.

Students applying for the bachelor's degree from UH Mānoa must have taken 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 for WI courses.



# ACADEMIC REGULATIONS

## CREDITS, GRADES AND EXAMS

### SCHOLASTIC STANDARDS

A cumulative 2.0 grade point average is required for graduation with the Associate in Arts 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 N or 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 available online at the end of each semester. Students should report any errors on their grade report to the Registrar as soon as possible.

### 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 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 and NC grades).

**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.

**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.

**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 a 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 appeal a decision regarding academic probation, suspension, or dismissal at any time.

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 Windward Community College has no equivalent course.

Credits earned at a grade level of "D" (not D-) 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. "CR" or similar "PASS" grades are acceptable if the awarding institution indicates the work is of "D" level or better. Counselors are available to discuss with students which credits are acceptable in transfer from other institutions. The College's policy statement on the acceptance of transfer credits is available from the Office of the Dean of Student Services.

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

Students transferring to other institutions from Windward Community College should refer to that institution's transfer information.

### EVALUATION OF TRANSFER CREDITS

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

Transcripts from institutions outside of the UH system must be sent directly to the Admissions & Records Office. For transcripts from other UH campuses, it is no longer necessary to request that transcripts be sent. UH system transcripts will be viewed electronically by the transcript evaluator.

### ADVANCED PLACEMENT EXAMINATION (AP)

The Advanced Placement Examinations are administered in high schools by the Educational Testing Service for the College Entrance Examination Board for students who have completed specific college-level courses in high school. For the University's credit policy, students should consult the Student Services 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 at 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 at Mānoa.

Examinations are available in the following areas:

#### General Examinations

Natural Sciences  
Mathematics  
Humanities  
Social Sciences and History

#### Special Examinations

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

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 favorably upon transcripts containing these grades. Similar attitudes occur among some employers and scholarship grantors.





**GRADING**

Letter grades and grade points are awarded to students 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 table:

Letter Grade	Definition	Grade Points Awarded
A	Excellent achievement	4 grade points given (course credits awarded)
B	Above average achievement	3 grade points given (course credits awarded)
C	Average achievement	2 grade points given (course credits awarded)
D	Minimal passing achievement	1 grade point given (course credits awarded)
F	Less than minimal passing achievement	0 grade points given (no course credits awarded)
CR	Achievement of objectives of course at C level or higher.	No grade points given (course credits awarded)

**Note:** Refer to the current Schedule of Classes for CR/NC declaration deadlines. This grading option is not available in all courses and will not be offered to majors in required courses.

NC	Used to denote achievement of objectives of the course at less than C level under the CR/NC option.	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	No grade points given and no course credits awarded until student completes course

**Note:** 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 designated deadline in the succeeding semester. If this is not done, the "I" will revert to the contingency grade identified by the instructor.

W	Official withdrawal from course	No grade points given (no course credits awarded)
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**Note:** See Schedule of Classes for information regarding current semester deadlines. 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 Community College 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.

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 by the dates published in the current Schedule of Classes.

**OTHER REGISTRATION & 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 the 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 normally range in size from 15 to 35 students; WI classes are usually limited to no more than 20 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 the Admissions and Records Office. 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 any campus within the University of Hawai'i system. Details of the conditions governing concurrent registration on other campuses may be obtained from any academic advisor.

**Distance Education**

Working collaboratively, the UH Community Colleges now provide courses that allow Hawaii students to earn a degree through cable TV, Internet, and interactive television. Distance-delivered courses can increase student flexibility regarding time and place.

**Courseload**

A student carrying 12 or more credits in a semester or 6 or more credits during any 8-week term is considered a fulltime student.

Definitions vary, however, for students receiving VA benefits and other social services assistance. Check with an 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 usually offers two sessions 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. Students may register for summer and fall semesters during early spring.

**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 13-week, 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 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 15-week classes or may choose classes of varying lengths. Students receiving VA benefits are advised to consult with the College certifying officer to assure that combinations of 5-, 8-, 13- 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 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 erase deadline published in the current schedule of classes will have these classes erased from their registration file. These courses will not appear on the student's transcript. 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.

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

Official withdrawals must be completed in the Admissions and Records Office, Hale Alaka'i, Room 112. Students failing to officially withdraw by the deadline for such withdrawals may receive an "F" grade.

## DEGREES AND CERTIFICATE PROGRAMS

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### GRADUATE PROFILE: STEVE KAHANA'OI

By Robert Meyer

For the past three years, Steve Kahana'oi made the journey from his home in Wai'anae to WCC a mission: to graduate with his AA degree. And in spring 2004, he not only reached his goal but also was Windward Community College's 2004 graduation commencement speaker—something he never thought would become a reality.

"I came to WCC because I followed some friends who came here. I had no inkling about the quality of professorship I would find here," said Kahana'oi.

A self-described "non-traditional" student, Kahana'oi's hard-work and can-do attitude had enabled him to attain success in a setting where most of his classmates were 10, sometimes 20 years younger than he was.

He maintained a 3.96 GPA and was a member of WCC's Phi Theta Kappa, Sigma Delta Mu, STAAR and, in previous semesters, the student government.

Kahana'oi attributed much of his success to administrators and professors who encouraged him from the very beginning.

"The very first person I met when I walked onto this campus was Steven Chigawa, the financial aid officer," he said. "I remembered how he talked to me—not about money but about motivation. That talk meant a lot to me."

While Kahana'oi has made tremendous strides in many subjects, math is where he has particularly excelled.

"When I first started math here at Windward, I tested out for Math 24. I just continued to take math courses and eventually I hit pre-calculus," said Kahana'oi, who is also a Title III math tutor.

"In the summer of 2001, I was sitting in a classroom and this guy—hyped-up on espresso and writing with both hands—was teaching. That man was Professor Clayton Akatsuka. He made me believe that I could do it. I asked him how he got to be where he is today and formulated my goals after his," he added.

In fall 2004, Kahana'oi will be attending UH-Mānoa and majoring in secondary math education. He then hopes to teach at a "high-risk" school on the Leeward coast.

But the one time student senate VP's life didn't always seem so well planned. Kahana'oi had to overcome many trials prior to attending WCC.

"If you knew who I was before I came to Windward, you would think that I had done the impossible," said Kahana'oi, recounting a time when he was homeless. "People can and do change." Now he wants to give back to his community.

Excited and yet a bit apprehensive about the next phase of his life, Kahana'oi knows that he'll be fine. He feels that Windward has prepared him well.

"I feel that WCC is geared for success for anyone who wants it," he said. "All the individual needs to do is open up dialogue with his or her professors, counselors and/or any of the on-campus programs such as Title III and STAAR. If you ask, doors will open."



*"People can  
and do  
change."*

## DEGREE AND CERTIFICATE PROGRAMS

### THE INSTRUCTIONAL PROGRAM

The instructional program at 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 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, notetaking, 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 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 instruction to meet the special needs or interests of the class. (Pretests 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. Technical Studies (Associate Degree).

3. Agricultural Technology (Certificate of Completion).
4. Art (Academic Subject Certificate).
5. Bio-Resource Development and Management (Academic Subject Certificate).
6. Business (Academic Subject Certificate).
7. Hawaiian Studies (Academic Subject Certificate).
8. Plant Biotechnology (Academic Subject Certificate).
9. Plant Landscaping (Certificate of Completion).
10. Psycho-Social Developmental Studies (Academic Subject Certificate).

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

Students who can demonstrate achievement of the objectives of 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.

The Associate in Arts Degree at Windward Community College is recognized and accepted as fulfilling the general education requirements at all University of Hawai'i baccalaureate degree-granting campuses. The completed degree, however, does not necessarily fulfill all of the program requirements of the various baccalaureate degrees in the University of Hawai'i System. Students are advised to visit one of the academic counselors on campus to review a program sheet for the specific degree being sought, e.g., Bachelor of Arts, Bachelor of Business Administration, Bachelor of Education, etc.

College catalogs are published once per year or less frequently and do not always reflect the most recent campus actions involving core courses. For the most recent information concerning core courses, students should check with their advisors.

### ASSOCIATE DEGREE IN TECHNICAL STUDIES

The Associate Degree in Technical Studies (ATS) is a two-year degree designed for students who wish to earn a technical occupational/professional degree that is not currently being offered at Windward Community College and provides them with skills and competencies for gainful employment.

### **CERTIFICATE PROGRAMS**

The College offers certificate-level programs within the Associate in Arts Degree and certificate-level programs which are designed to prepare students for entry-level employment or upgrading of work skills in several vocational fields.

In the vocational area, certificates are offered in Agricultural Technology and Plant Landscaping.

Two types of certificates are awarded: an Academic Subject Certificate and a Certificate of Completion depending on the program of study completed.

Credits completed in certificate-level programs may be applied to meet the Associate in Arts Degree program requirements.

Students completing certificate program requirements must successfully complete 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 a request made to the Dean of Student Services.

### **WRITING INTENSIVE COURSES**

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. English 100 is a prerequisite and enrollment is limited to 20 students.

### **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's 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.

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 8week session.

### **SERVICE LEARNING**

Service Learning is an option in which students can earn partial course credit in designated courses at Windward Community College. Working with their instructor, students who opt for a service learning component in a specified course will learn and develop academic skills from a course and apply their learning through active participation in an elementary, intermediate, or secondary school or at an approved community site. Service Learning is reciprocal in nature and is integrated into designated courses. It enhances the academic curriculum of the students through the educational component of the service learning course and is directed towards fostering civic responsibility in the student.

### **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 Agriculture 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 (MOP) is open to students of all disciplines who have an interest in the ocean. Its goal is to provide marine education to students through classroom courses and the acquisition of a water-related skill.

A certificate issued by the University of Hawai'i at Mānoa is awarded to students who successfully complete at least 10 credit hours of marine-related courses (1-credit OCN 101, 3-credits OCN 201 or ZOOL 200, 6 credits marine electives) and the MOP skill project. The unique MOP skill project (2 or more credits, e.g., Academic Independent Study 199) allows students to design and conduct an independent aquatic project related to their academic field of interest or educational goals.

For information about the program, contact the Windward MOP Coordinator at 235-9118 or visit the MOP Office in Hale 'Imiloa, Room 118 or e-mail [wccmop@hawaii.edu](mailto:wccmop@hawaii.edu).

# GRADUATION

## 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 \$15 is payable upon submission of the application for graduation.

## ASSOCIATE IN ARTS DEGREE

The Associate in Arts (A.A.) degree is a two-year direct transfer liberal arts degree consisting of at least 60 semester credits at the 100 and 200 levels.

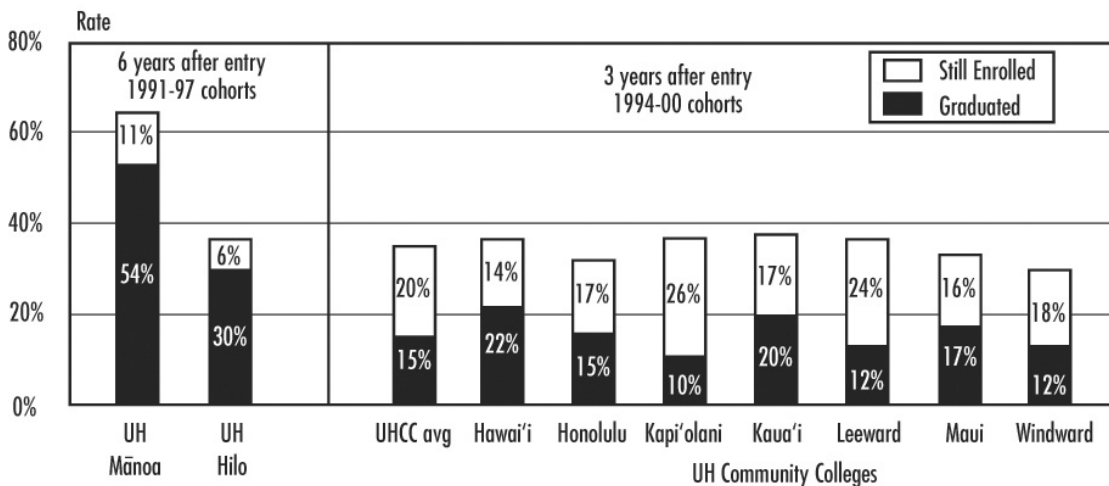
To earn an Associate in Arts (A.A.) degree, Windward Community College students must complete 60 credits in courses numbered 100 or above with a grade point average of at least 2.0 and pass the College's Computer and Information Literacy (CIL) exam. Students who are awarded an Associate in Arts degree from a UH Community College must have a Community College cumulative GPA of 2.0 or higher for all course work taken in fulfillment of A.A. degree requirements. 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 A.A. degree at Windward Community College is recognized and accepted as fulfilling the general education requirements at all University of Hawai'i baccalaureate degree-granting campuses. The completed degree, however, does not necessarily fulfill all of the program requirements of the various baccalaureate degrees in the University of Hawai'i System. Students are advised to visit one of the academic counselors on campus to review a program sheet for the specific degree being sought (e.g., Bachelor of Arts, Bachelor of Business Administration, Bachelor of Education, etc.).

Effective Fall 1994, students who have earned an articulated Associate in Arts (A.A.) degree from a University of Hawai'i Community College shall be accepted as having fulfilled the general education core requirements at all other University of Hawai'i campuses. While an articulated A.A. degree satisfies general education core requirements, students must also complete all specialized lower-division, major, college and degree/graduation requirements. Additional campus-specific requirements, such as competency in a foreign language or writing intensive courses may also be required. With planning, most, if not all, of these requirements may be incorporated into the Associate in Arts degree; if not, they are required in addition to the Associate in Arts degree.

### UNIVERSITY OF HAWAI'I AVERAGE GRADUATION AND PERSISTENCE RATES, FALL COHORTS



Success rate is the percentage of students who have either graduated or are still enrolled at a campus. Average success rates are 65% at UH Mānoa, 36% at UH Hilo and 35% at the UH community colleges. Graduate rates for the most recent cohort are 54% at UH Mānoa and 34% at UH Hilo for the Fall 1997 cohort six years after entry, and at the UH community colleges for the Fall 2000 cohort three years after entry: 15% overall, 17% at Hawai'i CC, 14% at Honolulu CC, 15% at Kapi'olani CC, 15% at Kaua'i CC, 15% at Leeward CC, 14% at Maui CC, and 16% at Windward CC.

This information is provided for the Student Right-to-Know Act, Public Law 101-542. It provides a partial description of the graduation and enrollment patterns of students and describes averages for groups of students. It should not be used to infer or predict individual behavior.

The Associate in Arts degree includes the following:

- **Written and Oral Communications**

Individuals need various modes of expression. These areas provide for the development of clear and effective written and oral communication skills.

REQUIREMENT: Three credits in English 100 and three credits selected from Communications 145, Speech 151, Speech 231 or Speech 251.

- **Mathematical or Logical Thinking**

Individuals need to be able to use mathematical and/or logical reasoning techniques to reason, to understand, to interpret and draw conclusions. They need to be able to work within a formal logical system, to problem solve and to use mathematical and/or symbolic techniques to assist in problem solving.

REQUIREMENT: Three credits selected from math courses numbered 100 or above or Philosophy 110.

- **World Civilizations**

An increasingly complex world demands responsible citizenship. The world civilizations requirement is designed to introduce students to the political, social, economic, and cultural development of the world's major civilizations.

REQUIREMENT: Six credits in History 151 and 152.

- **Arts and Humanities**

Through study of artistic, literary, and philosophical masterworks 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 9 credits selected from three of four groups.

- **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 9 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.

- **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 9 credits made up of three or more courses from three different subject areas.

- **Writing Intensive Courses**

Because writing helps students to learn and to communicate, WCC encourages students to take writing intensive courses. English 100 is a prerequisite and enrollment is limited to 20 students. In small writing intensive classes, instructors work with students on writing related to course topics.

REQUIREMENT: Students must take 6 credits of Writing Intensive (WI) courses to fulfill graduation requirements.

- **Computer and Information Literacy Requirement (CIL)**

Information technologies have become an essential part of our daily lives. In order to participate fully and effectively in today's society, students need to develop basic competencies in using computers to locate, manage, and communicate information.

REQUIREMENT: Successfully pass the College's Computer and Information Literacy (CIL) exam. Contact your counselor for more information.

## ASSOCIATE IN ARTS DEGREE

The Associate in Arts (A.A.) degree is a two-year direct transfer liberal arts degree consisting of at least 60 semester credits at the 100 and 200 levels.

To earn an Associate in Arts (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. Students who are awarded an Associate in Arts degree from a UH Community College must have a Community College cumulative GPA of 2.0 or higher for all course work taken in fulfillment of A.A. degree requirements. 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. Underlined courses are infrequently offered.

Written Communication (Introductory Level Writing) (3 credits)	ENG 100
Mathematical or Logical Thinking (3 credits)	MATH 100, 103, <u>111</u> , 115, 135, 140, 203, 205, 206, 231 PHIL 110 (pending for Spring '04 acceptance at UHM)
World Civilizations (6 credits)	HIST 151, 152
Oral Communications (3 credits)	COM 145 SP 151, 231, 251
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Arts and Humanities: Group 1: The Arts	3 semester courses, one selected from 3 of the 4 groups.  ART 101, 105B, 105C, 107, <u>108</u> , 111, 113, 114, 115, 116, 123, 189, 260, 269V, <u>270, 280</u> HUM 100, 269V MUS 106, <u>107</u> , 108, *114, *121B, *121C, *121D, *121F, *121Z, *122B, 122C, * <u>122D</u> , *122F, 253 SP 231, 251 THEA 101, 211, 221, 222, 240 *Any combination of these courses that totals 3 credits will be considered the equivalent of a one-semester course.
Group 2: History & Culture	HWST 107 HIST 224, 241, 242, 281, 282 IS 160A, 160B, 160L, 260A, 260B, 260L
Group 3: Languages, Linguistics, & Literature	ENG 250, 251, 252, 253, 254, 255, 256, 257 JOUR 205 LING 102
Group 4: Values & Meaning	PHIL 100, 101, 102, 200 REL 150, 151, 201, 205
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Natural Sciences:	A total of 9 credits. A minimum of 3 credits in biological science (Group 1) and a minimum of 3 credits in physical science (Group 2). In addition, one of these courses must be a laboratory/field trip course selected from Group 1, Group 2, or Group 3. Note: BOLD denotes fulfilling lab requirement.
Group 1: Biological	AQUA <u>106</u> BIOL 100, <b>100L</b> , <b>101</b> , 124, 171, <b>171L</b> , 172, <b>172L</b> , 200, <b>200L</b> , 265, <b>265L</b> , 275, <b>275L</b> BOT 101, 130, 160, <b>181</b> , <b>205</b> , 210 FSHN 185 MICR 130, <b>140</b> OCN <b>220</b> ZOOL <b>101</b> , <u>106</u> , <u>107</u> , 141, <b>141L</b> , 142, <b>142L</b> , <b>200</b>
Group 2: Physical Sciences	ASTR 110, <b>110L</b> , 281, 294 CHEM 100, <b>100L</b> , 151, <b>151L</b> , 152, <b>152L</b> , 161, <b>161L</b> , 162, <b>162L</b> GG <b>101</b> , <b>102</b> 103, 166, <b>210</b> , <b>211</b> , <b>212</b> , <b>213</b> , <b>214</b> MET 101 PHYS 122, <b>122L</b> , 151, <b>151L</b> , 152, <b>152L</b>
Group 3: Other Sciences	GEOG 101, <b>101L</b> GIS 150 IS 160A, 160B, <b>160L</b> , 260A, 260B, <b>260L</b> , <u>261</u> OCN 201, <b>202</b> , <b>209</b> SCI <b>123</b>
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Social Sciences:	A total of 9 credits made up of 3 or more courses from 3 different subject areas. ANTH 150, 200 BOT <u>105</u> ECON 101, 120, 130, 131, GEOG 102, 122, 151 ICS 100 POLS 110, 120, 130, <u>180</u> PSY 100, 170, 202, 224, 240, 260 SOC 100, 218, 231, 250, 251 SSCI 200 WS 202

NOTES: The following courses can only be used to fulfill either a Humanities Group 2 or Natural Sciences Group 3 requirement (IS 160A, 160B, 160L, 260A, 260B, 260L, SP 231, 251).



## ASSOCIATE DEGREE IN TECHNICAL STUDIES

The Associate Degree in Technical Studies (ATS) is designed for students who wish to earn a technical occupational/professional degree that is not currently being offered at Windward Community College. The two-year ATS degree must consist of at least 60 semester credits which provide the student with skills and competencies for gainful employment. At least 30 of the minimum 60 credits must be taken after the ATS Program of Study is established and signed by the student, Dean of Instruction, and two ATS Advisory Committee members. An individual contract will be prepared for each student who undertakes this degree.

Any student not on academic probation may apply for the ATS degree by submitting a proposal to a Windward Community College counselor. Students must apply between September 5 and October 15 for the spring semester and between January 25 and March 15 for the fall semester and before taking more than 30 credits of coursework to be included in the ATS degree.

## CERTIFICATE OF COMPLETION - AGRICULTURAL TECHNOLOGY

### PLANT LANDSCAPING/AGRICULTURAL TECHNOLOGY

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

The Certificate of Completion in Plant Landscaping (CCPL) consists of 16 credits. Students must complete 12 credits of required courses and select a 4-credit area of specialization (Landscape Maintenance and/or Turfgrass Maintenance).

The Certificate of Completion Agricultural Technology (CCAT) consists of 15 credits. Students must complete 10 credits of required courses and select 5 credits of electives. See course descriptions for prerequisites.

Required courses for both Certificates (7 credits)

AG 20 <b>or</b> AG 120	Plant Science	3 cr
AG 32B/C/D	Plant Disease & Pest Control	3 cr
AG 36	Pesticide Safety	1 cr

Additional Requirements for Certificate of Completion in Plant Landscaping (CCPL)

Required courses (5 credits)

AG 45	Irrigation Principles & Design	3 cr
AG 93V	Cooperative Education	1 cr
AG 100	AG Orientation: Careers	1 cr

Area of Specialization. Select one (1) of the two (2) pairs of classes below (4 credits)

Landscape Maintenance:

AG 44	Landscape Equipment	1 cr
AG 80 <b>or</b> AG 180	Landscape Maintenance	3 cr

**AND/OR**

Turfgrass Maintenance:

AG 40	Turfgrass Equipment	1 cr
AG 82 <b>or</b> AG 182	Turfgrass Management	3 cr

Additional Requirements for Certificate of Completion Agricultural Technology (CCAT)

Required course (3 credits)

AG 49	Plant Propagation	3 cr
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Electives. Select from the list below. (5 credits)

AG 22	Soils Technology (3)	AG 52 or AG 152	Orchid Culture (3)
AG 30	Agricultural Business Management (3)	AG 92	Special Topics (1-4)
AG 45	Irrigation Principles & Design (3)	AG 93V	Cooperative Education (1-4)
		AG 100	AG Orientation: Careers (1)

## ACADEMIC SUBJECT CERTIFICATE - ART

The purpose of this Academic Subject Certificate is to provide pre-professional training for students planning careers in the Fine Arts. It supports students whose goals are to (1) transfer to a 4-year institution and earn a Bachelor's in Fine Arts (BFA) degree and/or, (2) work as a creative artist in portraiture and gallery exhibitions and/or, (3) enter a career in commercial art.

This certificate consists of 21 credits. Students may choose one of four paths: Drawing and Painting, Ceramics, Photography, or Gallery Design/Management. The required courses for each of the four paths are provided below. See course descriptions for prerequisites.

Completion of the program also requires a portfolio review. Students must consult with UH Windward art faculty in preparation of their portfolio. UH Windward art faculty will form a portfolio review committee. **A student's work must pass the portfolio review in order to receive the Academic Subject Certificate.** The portfolio review is the capstone of this Academic Subject Certificate.

At least 12 credits of these classes must be taken at UH Windward.

### Required courses (15 credits)

ART 101	Introduction to the Visual Arts	3 cr
ART 113	Introduction to Drawing	3 cr
ART 114	Introduction to Color	3 cr
ART 115	Introduction to Design	3 cr
ART 116	Introduction to 3-D Composition	3 cr

### Portfolio Review Approval

Choose one of the following classes (3 credits) 3 cr

ART 105B	Ceramics Studio Handbuilding I
ART 105C	Ceramics Studio Wheelthrowing I
ART 107	Elementary Studio: Photography
ART 111	Introduction to Watercolor Painting
ART 123	Introduction to Painting

Choose one of the following classes (3 credits) 3 cr

ART 207	Introduction to the Techniques and Esthetics of Photography
ART 208	Intermediate Photo: Color Studio
ART 213	Intermediate Drawing
ART 214	Life Drawing
ART 223	Intermediate Painting
ART 243	Ceramics Studio Handbuilding II
ART 244	Ceramics Studio Wheelthrowing II
ART 260	Gallery Design and Management
ART 270	Introduction to Western Art
ART 280	Aspects of Asian Art

## ACADEMIC SUBJECT CERTIFICATE - BIO-RESOURCES AND TECHNOLOGY

### BIO-RESOURCE DEVELOPMENT AND MANAGEMENT

The ASC in Bio-Resources and Technology (Bio-Resource Development and Management) will be offered to prepare students for careers in biotechnology and environmental science/studies, and to qualify them to transfer to bachelor of science degree programs. Knowledge and training in Bio-Resource Development and Management will be an asset to the productive and efficient use of natural resources for promoting sustainable management of our environment.

This certificate consists of 26 credits. See course descriptions for prerequisites.

#### Required courses (14 credits)

BIOL 101*	Biology and Society	4 cr
GEOG 101**	The Natural Environment	3 cr
IS 201	The Ahupua'a	3 cr
SCI 124***	Technology, Ecology, and Man	4 cr

\*BIOL 171/171L & 172/172L (General Biology I & II plus labs; 8 credits total) may replace BIOL 101. BIOL 171/171L & 172/172L are highly recommended for those students intending to major in an environmental science discipline at a four-year institution.

\*\*GG 101 (Introduction to Geology; 4 credits) may replace GEOG 101.

\*\*\*Students may also replace the SCI 124 requirement with BIOL 172/172L provided they take BIOL 265/265L in Elective Set 2.

#### Elective Set 1: Technology, Utilization, and Management (6 credits)

AQUA 106	Small Scale Aquaculture (4)
BOT 105	Ethnobotany (3)
CHEM 151/151L	Elementary Survey of Chemistry/Lab (4)
ENVST 199/299	Independent Study (1-4)
GIS 150	Introduction to GIS/GPS (3)
OCN 209	Oceanographic Techniques (3)
OCN 220	Hawai'i Fisheries (3)
ZOOL 105	Hawaiian Use of Fish & Aquatic Invertebrates (3)

#### Elective Set 2: Environment and Ecology (6 credits)

BIOL 200	Coral Reefs (3)
BIOL 200L	Coral Reefs Lab and Field Studies (2)
BIOL 265*/265L*	Ecology & Evolutionary Biology/Lab (4)
BOT 130	Plants in the Hawaiian Environment (4)
BOT 181	Plant Sea Life (4)
ENVST 199/299	Independent Study (1-4)
GEOG 101L*	The Natural Environment Lab (1)
GG 103	Geology of the Hawaiian Islands (3)
OCN 201	Science of the Sea (3)
ZOOL 106	Hawaiian Marine Invertebrates (3)
ZOOL 107	Identification of Hawaiian Fishes (3)
ZOOL 200	Marine Biology (3)

\*BIOL 265/265L and GEOG 101L are highly recommended for those students intending to enroll in a baccalaureate-level environmental science program.

## ACADEMIC SUBJECT CERTIFICATE - BIO-RESOURCES AND TECHNOLOGY PLANT BIOTECHNOLOGY

The ASC in Bio-Resources and Technology (Plant Biotechnology) will be offered to prepare students for careers in biotechnology and environmental science/studies, and to qualify them to transfer to bachelor of science degree programs. Knowledge in Plant Biotechnology will be an asset in the application of this technology to plant production systems, assuring a safe food supply and environment.

This certificate consists of 26 credits. See course descriptions for prerequisites.

### Required courses (16 credits)

BOT 101*	General Botany	4 cr
BOT 160**	Identification of Tropical Plants	3 cr
BOT 210***	Phytobiotechnology	4 cr
MICRO 130	General Microbiology	3 cr
MICRO 140	General Microbiology Lab	2 cr

\*BIOL 171/171L (General Biology I and lab; 4 credits) may replace BOT 101. BIOL 171/171L are recommended for students intending to major in General Biotechnology or the Environmental and Microbial Biotechnology at UHM.

\*\*BOT 130 (Plants in the Hawaiian Environment; 4 credits) may replace BOT 160.

\*\*\*BIOL 275/275L (Cell and Molecular Biology and Lab; 4 credits) may replace BOT 210.

### Electives (10 credits)

AG 49	Plant Propagation (3)
AG 152	Orchid Culture (3)
BIOL 275	Cell and Molecular Biology (3)
BIOL 275L	Cell and Molecular Biology Laboratory (1)
BOT 105	Ethnobotany (3)
BOT 130	Plants in the Hawaiian Environment (4)
BOT 181	Plant Sea Life (4)
BOT 199/299	Independent Study or Summer Field Study Abroad (1-4)
BOT 205	Ethnobotanical Pharmacognosy (4)
CHEM 151+	Elementary Survey of Chemistry (3)
CHEM 151L+	Elementary Survey of Chemistry Laboratory (1)
CHEM 152	Survey of Organic & BioOrganic Chemistry (3)
CHEM 152L	Survey of Organic & BioOrganic Chemistry Lab (1)
FSHN 185	Human Nutrition (3)
GIS 150	Introduction to GIS/GPS (3)

+Students can take CHEM 151/151L or CHEM 161/161L (General Chemistry I and Lab; 4 credits) or CHEM 162/162L (General Chemistry II and Lab; 4 credits).

## ACADEMIC SUBJECT CERTIFICATE - BUSINESS

The ASC in Business is a college credential for students who have completed a specific sequence of credit courses that prepare and qualify them for transfer to a four-year college. This certificate is designed to provide Windward Community College students with recognition for their accomplishments and to also serve as an indication to potential employers that students who have earned an ASC have specific prerequisite business skills.

This certificate consists of 24 credits. The sequence of courses required for the ASC in Business is designed to provide a foundation in accounting, economics, computer science, and written and oral communications, while also qualifying for articulation as transfer credits to four-year college business degree programs. See course descriptions for prerequisites.

Please note that completing the sequence of courses below does not automatically qualify a student for entrance in a four-year college program. There may be other required courses. See your WCC counselor or check the four-year institution's applicable program requirements or its current catalog.

### Required courses (24 credits)

ACC 201	Intro to Financial Accounting	3 cr
ACC 202	Intro to Managerial Accounting	3 cr
ECON 130	Principles of Economics (Microeconomics)	3 cr
ECON 131	Principles of Economics (Macroeconomics)	3 cr
ENG 100	Expository Writing	3 cr
ENG 209	Business Writing	3 cr
ICS 101	Tools for the Information Age	3 cr
SP 151 <b>or</b>	Personal and Public Speech	
SP 251	Principles of Effective Speaking	3 cr

## ACADEMIC SUBJECT CERTIFICATE - PSYCHO-SOCIAL DEVELOPMENTAL STUDIES

The ASC in Psycho-Social Developmental Studies (PSDS) provides pre-professional training for students planning careers in human services (social work, counseling, education, corrections, psychology, and human development). The curriculum combines existing liberal arts courses and cooperative education at designated field sites in partnership with a social service agency or hospital. This certificate is unique because of the linkage and collaboration with liberal arts courses (interdisciplinary).

To earn the PSDS Academic Subject certificate, students must complete a total of 27 credits with a cumulative grade point average of 2.0 or better for all required courses. Twelve credits, including SSCI 193V and SSCI 293V must be taken at Windward Community College. See course descriptions for prerequisites.

### Required courses (24 credits)

PSY 100	Survey of Psychology	3 cr
PSY 170	Psychology of Adjustment <b>or</b>	3 cr
SOC 218	Introduction to Social Problems <b>or</b>	
SOC 231	Introduction to Juvenile Delinquency	
PSY 224	Abnormal Psychology	3 cr
PSY 240	Developmental Psychology	3 cr
SOC 100	Survey of General Sociology	3 cr
SOC 251	Introduction to Sociology of the Family	3 cr
SSCI 193V	Cooperative Arts & Science Education	3 cr
SSCI 293V	Cooperative Arts & Science Education	3 cr

### Elective (3 credits)

Select one course from the list below:

ANTH 200	Cultural Anthropology (3)
BOT 105	Ethnobotany (3)
ECON 120	Introduction to Economics (3)
ICS 100	Computing Literacy and Applications (3)
POLS 180	Introduction to Hawaiian Politics (3)

## ACADEMIC SUBJECT CERTIFICATE - HAWAIIAN STUDIES

The ASC in Hawaiian Studies prepares students for careers in education, the visitor industry, or in fields requiring expertise in Hawaiian subject matter.

This certificate consists of 31 credits. See course descriptions for prerequisites.

### Required courses (22 credits)

BOT 105	Ethnobotany	3 cr
HAW 101	Elementary Hawaiian I	4 cr
HAW 102	Elementary Hawaiian II	4 cr
HAW 201	Intermediate Hawaiian I	4 cr
HAW 202	Intermediate Hawaiian II	4 cr
HWST 107	Hawai'i: Center of the Pacific	3 cr

### Electives (9 credits)

ART 189	Ka Unu Pa'a Introduction to Hawaiian Art & Design (3)
GEOG 122	Geography of Hawai'i (3)
GG 103	Geology of the Hawaiian Islands (3)
GG 210	O'ahu Field Geology (1)
GG 211	Big Island Field Geology (1)
GG 212	Maui Field Geology (1)
GG 213	Moloka'i, Lana'i, and Kaho'olawe Field Geology (1)
GG 214	Kaua'i and Ni'ihau Field Geology (1)
HWST 270	Hawaiian Mythology (3)
HIST 224	History of Hawai'i (3)
HPER 124	Dances of Hawai'i I (1)
HPER 125	Dances of Hawai'i II (1)
IS 160A	Polynesian Voyaging and Seamanship (3)
IS 160B	Polynesian Voyaging and Seamanship (3)
IS 160L	Polynesian Voyaging and Seamanship Lab (1)
IS 201	The Ahupua'a (3)
IS 260A	Polynesian Voyaging and Stewardship (3)
IS 260B	Polynesian Voyaging and Stewardship (3)
IS 260L	Polynesian Voyaging and Stewardship Lab (1)
MUS 121F	Beginning Slack Key Guitar (1)
MUS 121Z	Beginning Ukulele (1)
MUS 122F	Intermediate Slack Key Guitar I (1)
MUS 130F	Slack Key Guitar Ensemble (1)
MUS 177	Introduction to Hawaiian Music
POLS 180	Introduction to Hawaiian Politics (3)
REL 205	Understanding Hawaiian Religion (3)
SOC 250	Community Forces in Hawai'i (3)
ZOOL 105	Hawaiian Use of Fish and Aquatic Invertebrates (3)

## COURSE DESCRIPTIONS

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**GRADUATE PROFILE: KELLY RYAN**

by Karla Brown

If you had asked WCC student Kelly Ryan three years ago what she wanted to be when she grew up, she would have told you she wanted to train horses for the rest of her life.

But a lot can change in three years.

Ryan, Phi Theta Kappa president, was formerly Phi Theta Kappa vice president, a student senator, organized Health Fest 2003, helped organize the strike informational meeting and was one of two student speakers at the Spring 2004 commencement ceremony.

Her list of accomplishments began in January 2001, when she reluctantly enrolled at WCC after her mother forced her to.

"I was well on my way to training horses, but she (Ryan's mother) said, 'You're going to get a business degree; you're going to go to school whether you like it or not,' she explained.

"And then I did halfway decently and I started to like it. Now here I am and I'm graduating!"

Today, if you ask Ryan about her career goals, she'll tell you she wants to get a law degree and become a politician — goals she had set while attending Windward.

"I started to grow up and realized that I wanted to support myself and not have anyone else support me," she explained. "I'm not saying I want to be rich and famous or anything, but I don't want to have to depend on anyone.

"This school has turned me into the person that I am now. I was not the same person when I started school here — I wanted to train horses!"

Ryan's experience with the recent possibility of a faculty strike fueled her interest in politics. She was involved in organizing an informational meeting regarding strike issues with a petition signing and plan to rally if a strike occurred.

"I personally think it was a good cause and it was a huge learning experience. I think that experience alone is what made me change my major," she said.

In fall 2004, she plans to attend either UH-Mānoa or the University of Washington and will double major in economics and political science with a minor in pre-law. Following her B.A., she hopes to go to law school at UH.

Throughout her experience at WCC, she credits the faculty with having the greatest impact on her. "We've got some of the most incredible teachers on this campus," she said.

Ryan lists Paul Briggs, Joe Ciotti, Frances Oliver and Libby Young among her favorites, but had difficulty narrowing it down.

"We've just got the most gifted and caring group of teachers," she said. "I can't express enough how incredible a community college is," Ryan said.

*"We've got some of  
the most  
incredible teachers."*

The following pages list courses of instruction. Courses may not be offered every 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.

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.

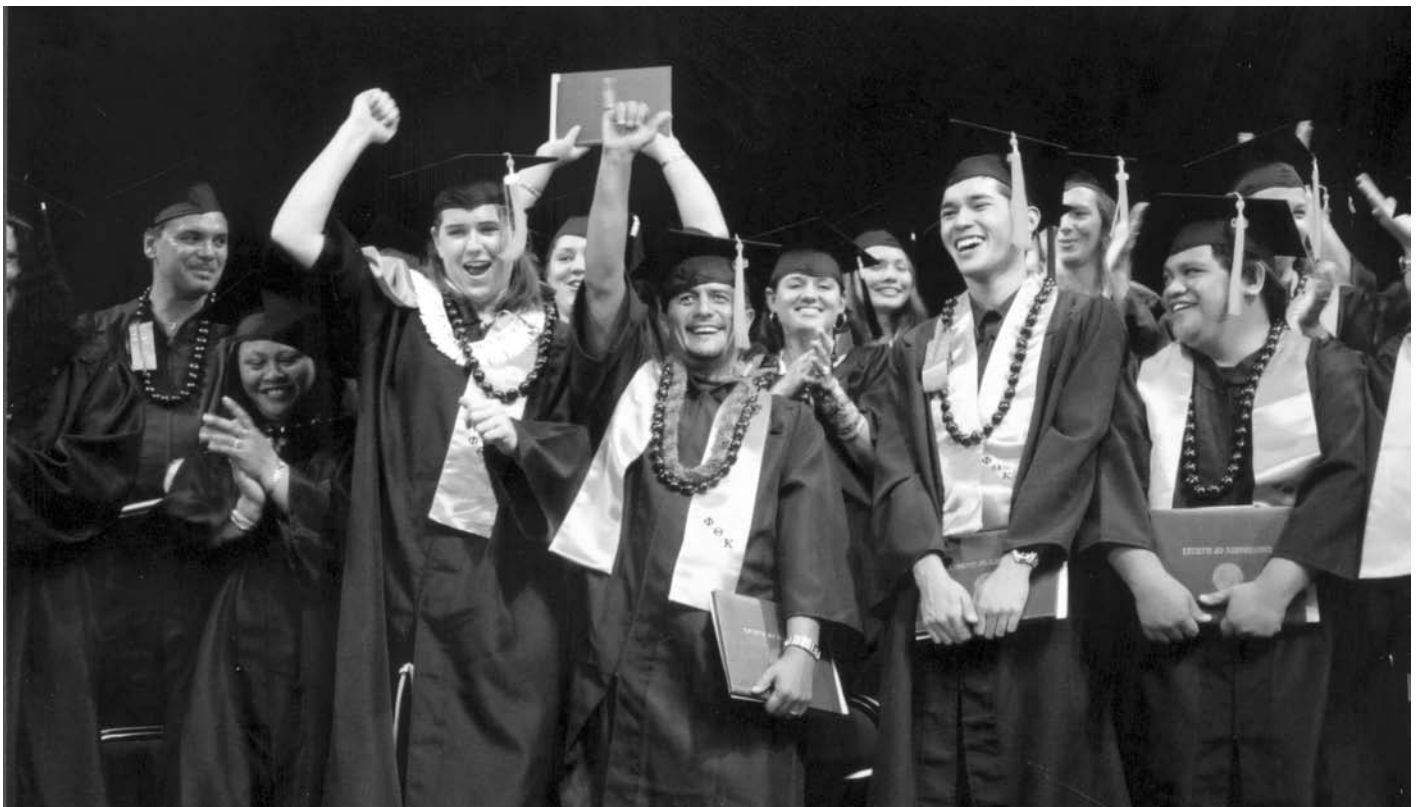
The suffix "V," when used, designates variable credit. The credit to be earned is arranged with the instructor by each student at the time of registration.

The suffix "WI," when used in the class schedule, designates a Writing Intensive course.

### ARTICULATION CODES

#### WINDWARD COMMUNITY COLLEGE (WCC)

WR	Written Communication
M/L	Mathematical or Logical Thinking
WC	World Civilization
OC	Oral Communications
AH1	Arts & Humanities: Group 1 The Arts
AH2	Arts & Humanities: Group 2 History and Culture
AH3	Arts & Humanities: Group 3 Language and Literature
AH4	Arts & Humanities: Group 4 Values and Meaning
NS1	Natural Sciences: Group 1 Biological Sciences
NS2	Natural Sciences: Group 2 Physical Sciences
NS3	Natural Sciences: Group 3 Other Sciences
SS	Social Sciences





## COURSE DESCRIPTIONS (Alphabetical Listing)

### ACCOUNTING (ACC)

#### ACC 124B 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.)

#### ACC 124C 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 124B.

#### ACC 125 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. (3 hrs. lect.)

*Prerequisite:* ACC 124C.

#### ACC 126 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. (3 hrs. lect.)

*Prerequisite:* ACC 125.

#### ACC 132 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:* Completion or concurrent registration in ACC 124B or ACC 201 or consent of instructor.

#### ACC 134 Income Tax Preparation (3)

An introduction of the principles, procedures, terminology, and personal applications of the Federal and Hawai'i tax laws as they apply to individuals and sole proprietorships. (3 hrs. lect.)

#### ACC 150 Using Computers in Accounting (3)

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

*Prerequisite:* ACC 124C or ACC 201, and ACC 132, or consent of instructor.

#### ACC 201 Introduction to Financial Accounting (3)

Introduction to accounting theory and methods used to record and report financial information according to generally accepted accounting principles. Concurrent registration in ACC 201L highly recommended. (3 hrs. lect.)

#### ACC 201L Introduction to Financial Accounting Laboratory (1)

An optional laboratory course designed to reinforce concepts learned in ACC 201. Recommended for students with limited accounting background. Concurrent registration in ACC 201 required. (3 hrs. lab.)

#### ACC 202 Introduction 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, and financial statement analysis. Concurrent registration in ACC 202L highly recommended. (3 hrs. lect.)

*Prerequisite:* ACC 201 with a grade of "C" or better or equivalent or consent of instructor.

#### ACC 202L Introduction to Managerial Accounting Laboratory (1)

An optional laboratory course designed to reinforce concepts learned in ACC 202. Concurrent registration in ACC 202 required. (3 hrs. lab.)

### AGRICULTURE (AG)

#### 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 30 Agricultural Business Management (3)

Introduces agricultural management practices, including decision making, planning, record keeping, economics, and use of computers in budgeting. Marketing of agricultural commodities included. (3 hrs. lect.)

#### AG 32B Plant Disease and Pest Control (1)

This course involves the recognition and control of plant diseases. Topics include: nutrition, bacteria, virus, and fungi. (2 hrs. lect./lab.)

#### AG 32C Plant Disease and Pest Control (1)

This course involves the recognition and control of weeds found in landscapes and nurseries in Hawai'i. (2 hrs. lect./lab.)

#### AG 32D Plant Disease and Pest Control (1)

This course involves the recognition and control of insects found in landscapes and nurseries in Hawai'i. (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 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 52 Orchid Culture (3)**

An extensive study of orchid identification, breeding, growth, and culture. (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 92V 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. (14 hrs. lect.; 18 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.)

**AG 120 Plant Science (3)**

The study of plant science, morphology, anatomy, physiology classification, growth, growth regulators, and propagation. Students are required to write a 10 to 15 page research report. (2 hrs. lect.; 2 hrs. lect./lab.)

**AG 152 Orchid Culture (3)**

An extensive study of orchid identification, breeding, growth, and culture. Students are required to write a 10 to 15 page research report. (3 hrs. lect.)

**AG 180 Landscape Maintenance (3)**

Application of horticulture practices to the maintenance of plants in the landscape. Emphasis on trees, shrubs, and annuals. Students are required to write a 10 to 15 page research report. (2 hrs. lect.; 2 hrs. lect./lab.)

*Prerequisite: AG 20/120 or consent of instructor.*

**AG 182 Turfgrass Management (3)**

Identification, planting, and maintenance of turfgrass for home, park, and golf course areas. Discusses irrigation, fertilization, cultivars, and pest control. Students are required to write a 10 to 15 page research report. (2 hrs. lect.; 2 hrs. lect./lab.)

*Prerequisite: AG 20/120 or consent of instructor.*

**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/field trip course. (3 hrs. lect.; 3 hrs. lab.)

WCC:NS1

**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.)

WCC:SS

**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.)

WCC:SS

**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)**

Art 101 is an introductory course that focuses on the question "What is the nature of visual art?" and the forms and conditions under which art is expressed. Projects will be required. Independent field trips to art galleries may be required. (3 hrs. lect.)

WCC:AH1

**ART 102 Introduction to Printmaking Screen Printing (3)**

Studio experience mainly for nonmajors. An introduction to printmaking providing experience in the development of skills used in designing for screen printing on paper. Includes skill in photostereotyping. (2 hrs. lect.; 3 hrs. lab.)

**ART 105B Ceramics Studio Handbuilding I (3)**

Studio experience mainly for nonmajors. 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.)

WCC:AH1

*NOTE: ART 105B and ART 105C must both be taken to receive equivalency at UHM for ART 105.*

**ART 105C Ceramics Studio Wheelthrowing I (3)**

Studio experience mainly for non-majors. Introduction to the potter's wheel. Emphasis on techniques of forming basic wheelthrown shapes on the electric or kick wheel. Emphasis also on decorating, glazing, and firing of ceramic pieces. (2 hrs. lect.; 4 hrs. studio.)

WCC:AH1

*NOTE: ART 105B and ART 105C must both be taken to receive equivalency at UHM for ART 105.*

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

Studio experience mainly for non-majors. An introduction to black and white photography emphasizing a variety of picturemaking techniques. Assignments and field trips. Student must have camera with adjustable shutter speeds and aperture settings. (2 hrs. lect.; 4 hrs. studio.)

WCC:AH1

**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.)

WCC:AH1

**ART 111 Introduction to Watercolor Painting (3)**

Art 111 is an introduction to watercolor painting materials and techniques. Repeatable once for a total of 6 credits. (6 hrs. lect./lab.)

*Recommended Preparation: ART 101 and ART 113.*

WCC:AH1

**ART 113 Introduction to Drawing (3)**

Art 113 is an introduction to the materials and techniques of drawing, focusing on line drawing, rendering, and the use of perspective. This course will include the study of the drawings of old and modern masters. Repeatable once for a total of 6 credits. (6 hrs. lect./lab.)

*Recommended Preparation: ART 101.*

WCC:AH1

**ART 114 Introduction to Color (3)**

Art 114 is an introductory course focusing on color theory and the application of color as related to studio art practice. (6 hrs. lect./lab.)

*Recommended Preparation: ART 101.*

WCC:AH1

**ART 115 Introduction to Design (3)**

Art 115 is an introductory course which focuses on the basic design concepts, elements and principles of art. This course emphasizes projects in basic two-dimensional design. (6 hrs. lect./lab.)

*Recommended Preparation: ART 101.*

WCC:AH1

**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 designing of creative environments. The student's awareness of the natural order and the aesthetic aspect of design is broadened and the student learns the use of texture, volume, color, temperature, proportion, space, time and movement in a three-dimensional form. (Offered once every 3 semesters) (2 hrs. lect.; 4 hrs. studio.)

*Prerequisite: Credit or concurrent registration in ART 101 or consent of instructor.*

WCC:AH1

**ART 123 Introduction to Oil Painting (3)**

Art 123 is an introduction to the materials and techniques of oil painting. Classical painting techniques will be emphasized. Repeatable once for a total of 6 credits. (6 hrs. lect./lab.)

*Recommended Preparation: ART 101, 113 and 114.*

WCC:AH1

**ART 189 Ka Unu Pa'a—Introduction to Hawaiian Art and Design (3)**

An integrated beginning studio art course which offers students the opportunity to understand and express Hawaiian cultural perspective through contemporary visual arts activities. (6 hrs. lect./lab.)

*Recommended Preparation: HAW 101, or 1 semester high school Hawaiian.*

WCC:AH1

**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. Repeatable up to 6 credits, 6 credits applicable toward A.A. degree. (2 hrs. lect.; 4 hrs. studio.)

*Prerequisite: ART 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)**

Art 213 is a continuation and development of drawing ideas and skills introduced in Art 113. A variety of materials, techniques and concepts are explored, particularly pertaining to drawing concepts unique to the 20th century. Portraiture will also be introduced. Repeatable up to 6 credits. (6 hrs. lect./lab.)

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

**ART 214 Introduction to Life Drawing (3)**

Art 214 is an introductory figure drawing course. Anatomical construction, light, space, diagrammatic analysis, and thematic content will be studied through the drawing process. Repeatable once for a total of 6 credits. (6 hrs. lect./lab.)

*Prerequisite: ART 113 or consent of instructor. Recommended: ART 101 and 213.*

**ART 220 The Windward Atelier (Intensive Study in Drawing and Painting) (6)**

Art 220 is an intensive course of study in the classical techniques of drawing and painting. Cast drawing, portraiture and figure painting will be the focus of instruction. The Windward Atelier is designed primarily for those students who have some prior studio experience in drawing. (34 hrs. lect./lab. for 6 weeks.)

*Prerequisite: Acceptance through a drawing portfolio which demonstrates evidence of skills in observation drawing.*

**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.)

*Prerequisite: ART 123.*

**ART 224 Painting from Life(3)**

Art 224 is a survey of the figurative tradition of painting, using the model as the primary subject matter. This course is an intensive studio experience of painting from the model. Repeatable once for a total of 6 credits. (6 hrs. lect./lab.)

*Prerequisite:* ART 123 and 214, or consent of instructor.

*Corequisite:* ART 214

**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.)

*Prerequisite:* ART 105B or consent of instructor.

*Recommended Preparation:* ART 101, 116.

**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.)

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

*Recommended Preparation:* ART 101, 105, 116.

**ART 253 Figure Modeling (3)**

Modeling the human figure in clay, with emphasis on the basic skeletal structure and muscles in relation to surface modulation, proportion, volume and gesture. (6 hrs. lect./lab.)

*Prerequisite:* ART 101, 113, or 116 or instructor's consent.

*Recommended Preparation:* ART 105B.

**ART 260 Gallery Design and Management (3)**

Design theory and techniques for presentation of art work and mounting an exhibition. Repeatable up to 6 credits, 6 credits applicable toward AA degree. (1 hr. lect.; lab variable, in gallery)

*Prerequisite:* Consent of instructor.

WCC:AH1

**ART 269C Study Abroad: Japanese Cultural Tour—Ceramic Pottery and Kilns (4)**

An on-site study of Japanese pottery and kilns, using clay and sumi brush to analyze, understand and appreciate the development of Japanese Ceramic Art.

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

**ART 269V Study Abroad (Designated Region, Variable Credit) (1-6)**

An on-site study of the art/architecture of a designated location(s), using lectures and discussions and/or an art studio medium as a tool to analyze, understand and appreciate the development of this region's art/architecture. (30 hrs. lect./lab. per credit trip total)

*Prerequisite:* Meet with instruction for approval.

WCC:AH1

**ART 270 Introduction to Western Art (3)**

The study of major developments in Western art from prehistory to the present. (3 hrs. lect.)

*Recommended Preparation:* ART 101 or consent of instructor.

WCC:AH1

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

Major developments in the Arts of Asia. (3 hrs. lect.)

*Prerequisite:* ART 101 or consent of instructor.

WCC:AH1

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

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

WCC:NS2

**ASTR 110L Introduction to Astronomy Laboratory (1)**

Demonstration of astronomical principles through laboratory observations and analysis of astronomical data. Not required for ASTR 110. (3 hrs. lab.)

*Prerequisite:* Credit or concurrent enrollment in ASTR 110 or consent of instructor.

WCC:NS2

**ASTR 281 Space Explorations (3)**

Current topics in planetary exploration, extraterrestrial life, and space resources and colonization. (3 hrs. lect.)

*Prerequisite:* ASTR 110 or consent of instructor.

WCC:NS2

**ASTR 294V Special Topics in Astronomy (14)**

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

*Prerequisite:* ASTR 110 or consent of instructor.

WCC:NS2

## 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.)

*Prerequisite: Grade of C or higher in ENG 21, or placement in ENG 100, or consent of instructor.*

WCC:NS1

### BIOL 100L Human Biology Laboratory (1)

Laboratory to accompany BIOL 100 (Human Biology). Emphasizes the application of the scientific method, basic laboratory methods and procedures in biology, and facts and principles of human anatomy and physiology. (3 hrs. lab.)

*Prerequisite: Prior or concurrent enrollment in BIOL 100 or equivalent preparation or consent of instructor.*

WCC:NS1

### BIOL 101 Biology and Society (4)

Historical development of scientific concepts, characteristics, and interaction of science and society from the perspective of biological sciences. (3 hrs. lect.; 3 hrs. lab.)

*Prerequisite: MATH 25 or equivalent preparation.*

Eligibility for placement in ENG 100, or consent of instructor.

WCC:NS1

### BIOL 124 Environment & Ecology (3)

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/field trip course designed for non-science majors. (3 hrs. lect.)

WCC:NS1

### BIOL 171 General Biology I (3)

Introductory biology for all life science majors. Cell structure and chemistry, growth, reproduction, genetics, evolution, viruses, bacteria, and simple eukaryotes. (3 hrs. lect.)

*Prerequisite: CHEM 151 or 161 (or concurrent enrollment) or equivalent preparation or consent of the instructor.*

*Corequisite: BIOL 171L or consent of the instructor.*

*Recommended Preparation: High school biology.*

WCC:NS1

### BIOL 171L General Biology Lab I (1)

Laboratory to accompany BIOL 171. (3 hrs. lab.)

*Prerequisite: CHEM 151L or 161L (or concurrent enrollment) or equivalent preparation or consent of the instructor.*

*Corequisite: BIOL 171 or consent of the instructor.*

*Recommended Preparation: High school biology and college level reading and writing skills.*

WCC:NS1

### BIOL 172 General Biology II (3)

Continuation of BIOL 171. Anatomy, physiology, and systematics of plants and animals, behavior, ecosystems, populations, and communities. (3 hrs. lect.)

*Prerequisite: BIOL 171 and 171L.*

*Corequisite: BIOL 172L.*

*Recommended Preparation: High school biology and college level reading and writing skills.*

WCC:NS1

### BIOL 172L General Biology Lab II (1)

Laboratory to accompany BIOL 172. (3 hrs. lab.)

*Co-requisite: BIOL 172.*

*Recommended Preparation: High school biology and college level reading and writing skills.*

WCC:NS1

### BIOL 200 Coral Reefs (3)

Introduction to the biology, ecology and geology of stony corals and the reef structures they build. Topics include, but not limited to, the following: photobiology, biochemistry, physiology, reproduction, ecology, biogeography and evolution of stony corals; contributions made by other members of the coral reef community, such as algae, invertebrates, fish, sea turtles, sea birds, and marine mammals; reef formation and geomorphology; corals as resources for human utilization and the impacts of human activities upon reefs throughout the world. Emphasis will be on Hawai'i's coral reefs, but comparisons will be made among reefs from other areas. (3 hrs. lect.)

WCC:NS1

### BIOL 200L Coral Reef Laboratory and Field Studies (2)

Laboratory and field studies of the biology, ecology, and geology of stony corals and the reef structures they build; companion course to BIOL 200. (6 hrs. lab.)

*Prerequisite: BIOL 200 (or concurrent) and MATH 27 (or equivalent preparation) or consent of instructor.*

WCC:NS1

### BIOL 265 Ecology and Evolutionary Biology (3)

Principles of ecology and evolution for life science majors stressing integrated approach and recent advance. (3 hrs. lect.)

*Prerequisite: BIOL 171/171L and 172/172L; or one year of introductory college biology plus labs; or equivalent preparation; or consent of the instructor.*

*Co-requisite: BIOL 265L; or consent of the instructor.*

WCC:NS1

### BIOL 265L Ecology and Evolutionary Biology Lab (1)

Laboratory to accompany BIOL 265. (3 hrs. lab.)

*Co-requisite: BIOL 265; or consent of the instructor.*

*Recommended Preparation: ICS 101 or ICS 105B-E; or familiarity with spreadsheets, word processing, and Internet browsers.*

WCC:NS1

### BIOL 275 Cell and Molecular Biology (3)

Integrated cell and molecular biology for life science majors. Modern advances in recombinant DNA technology. (3 hrs. lect.)

*Prerequisite: BIOL 171/171L and 172/172L, CHEM 152/152L or CHEM 272/272L; or one year of introductory college biology plus labs; or equivalent preparation; or consent of the instructor.*

*Co-requisite: BIOL 275L; or consent of the instructor.*

WCC:NS1

**BIOL 275L Cell and Molecular Biology Lab (1)**

Laboratory for cell and molecular biology. (3 hrs. lab.)

*Co-requisite: BIOL 275; or consent of the instructor. Recommended Preparation: ICS 101 or ICS 105B-E, calculus or algebra.*

WCC:NS1

**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.)

*Recommended Preparation: High school biology.*

WCC:NS1

**BOT 105 Ethnobotany (3)**

Study of Polynesian introduced plants and some native plants, and their role in Hawaiian culture, particularly during PreCook period. Lecture/field trip course. Meets Social Science area requirement. (3 hrs. lect.)

WCC:NS1

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

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

WCC:NS1

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

Nontechnical course in identification of common plants of tropics; includes native and introduced flora. (3 hrs. lect.)

WCC:NS1

**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. (3 hrs. lect.; 3 hrs. lab.)

*Recommended Preparation: Ability to swim.*

WCC:NS1

**BOT 205 Ethnobotanical Pharmacognosy (4)**

A study of medicinal plants of Hawai'i, their characteristics, and the extraction, separation, isolation and identification of their chemical constituents for possible uses in pharmaceuticals or in their natural state. This course is designed to train students for careers in plant and medical biotechnology. Lecture and laboratory/field trip course. (3 hrs. lect.; 3 hrs. lab.)

*Prerequisite: Credit or concurrent enrollment in any of these courses: BOT 101, BOT 105, BOT 130, MICR 130, MICR 140, BIOL 172/172L, CHEM 152/152L or consent of instructor. Recommended: High school biology, chemistry and math.*

WCC:NS1

**BOT 210 Phytobiotechnology (4)**

Introduction to practical aspects of Plant Biotechnology. Topics include micropropagation techniques, such as plant tissue, cell and protoplast cultures: DNA-based technologies, such as DNA extraction, DNA sequencing, PCR; and methods of plant genetic engineering. This course is designed to train students for careers

in advanced agriculture technology and industry. (3 hrs. lect.; 3 hrs. lab.)

*Prerequisite: Concurrent registration in BOT 101, or AG 152, or MICR 130 and MICR 140, or BIOL 171/171L, or consent of instructor; eligibility for placement in MATH 25. Recommended Preparation: High school biology and chemistry, and MATH 24.*

WCC:NS1

**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 nontraditional 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 70B Customer Relations (1)**

This course teaches customer relations skills in data communications and face-to-face situations. Emphasis will be placed on etiquette in dealing with coworkers and the public. (Offered spring semester only.) (1 hr. lect.)

*Prerequisite: OAT 130 or consent of instructor.*

**BUS 110 Career Communications (3)**

Develops listening, speaking, and business writing skills. Emphasis on writing letters and memos. Also includes word processing and presentation software. (Offered spring semester only.) (3 hrs. lect.)

*Prerequisite: OAT 130 or ICS 100 and placement into ENG 100.*

**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.)

WCC:NS2

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

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

*Prerequisite: Credit or registration in CHEM 100.*

WCC:NS2

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

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

*Prerequisite: Credit in MATH 24, grade of C or higher in ENG 21, or placement in ENG 100, or consent of instructor.*

*Recommended Preparation: MATH 25 or equivalent.*

WCC:NS2

**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.

WCC:NS2

**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.

WCC:NS2

**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.

WCC:NS2

**CHEM 161 General Chemistry I (3)**

Basic principles of chemistry. Introduction to concepts including chemical calculations, electronic structure, chemical bonding, solutions. (Offered fall semester only.) (3 hrs. lect.)

*Prerequisite:* Two years of high school algebra, plane geometry, high school chemistry (as evidenced by high school transcripts or passing the Chemistry Placement Test), or CHEM 151.

*Recommended concurrent registration in CHEM 161L.*

WCC:NS2

**CHEM 161L General Chemistry Laboratory I (1)**

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

*Prerequisite:* Credit or registration in CHEM 161.

WCC:NS2

**CHEM 162 General Chemistry II (3)**

Basic principles of chemistry. Introduction to concepts including thermochemistry, kinetics, equilibrium. (Offered spring semester only.) (3 hrs. lect.)

*Prerequisite:* Credit in CHEM 161.

*Recommended concurrent registration in CHEM 162L.*

WCC:NS2

**CHEM 162L General Chemistry Laboratory II (1)**

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

*Prerequisite:* Credit or registration in CHEM 162.

WCC:NS2

**COMMUNICATION (COM)****COM 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.)

*Prerequisite:* Placement in ENG 21 or higher.

WCC:OC

**ECONOMICS (ECON)**

*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.

**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.)

WCC:SS

**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.) *Students planning to attend the College of Business Administration at UHM should not enroll in ECON 120.*

WCC:SS

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

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.

WCC:SS

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

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

WCC:SS

**ENGLISH (ENG)****ENG 21 Intermediate Reading (3)**

Course designed to help the student improve his/her ability to read. Emphasizes vocabulary development, improving reading comprehension, and a more positive attitude toward reading. (3 hrs. lect.)

*Prerequisite:* Completion of LSK 35, or placement into ENG 21, or consent of instructor.

**ENG 22 Introduction to Expository Writing (3)**

A refresher course focusing on grammatical form and writing well-formed sentences and paragraphs. Use of reference materials and dictionaries is stressed. (3 hrs. lect.)

*Prerequisite:* Completion of ENG 21 or placement into ENG 22, or consent of instructor.

**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 are required in addition to class time. (3 hrs. lect.)

*Prerequisite:* "C" or higher in ENG 22 or placement into ENG 100 or approval of designated Language Arts representative.

WCC:WR

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

Emphasizes speed, vocabulary, comprehension, and critical thinking. Develops skimming, scanning and study reading techniques. Course requires lab work in addition to class time. (3 hrs. lect.)

*Prerequisite:* Placement into ENG 100, or completion of ENG 22, or consent of instructor.

**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.  
UHM:DL

**ENG 209 Business Writing (3)**

A study of business and managerial writing; practice in writing letters, memos, and reports, including a report requiring research and documentation. Upon successful completion of this course, the student should be able to:

- Understand the nature and functions of business and managerial writing.
- Apply the principles of effective business writing in composing business messages.
- Adapt a business message to its context, audience, and purpose.
- Prepare business reports, including a research report involving gathering and analyzing information, drawing conclusions, making recommendations, and documenting sources.
- Proofread and edit business writing for grammatical, spelling, punctuation and mechanical errors.
- Prepare and make effective use of presentation software.
- Compose an effective resume and employment letters. (3 hrs. lect.)

*Prerequisite:* "C" or better in ENG 100; OAT 130 or ICS 100.

**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 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.  
WCC:AH3

**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 AngloSaxon 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.  
WCC:AH3

**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.  
WCC:AH3

**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.  
WCC:AH3

**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.  
WCC:AH3

**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.  
WCC:AH3

**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.  
WCC:AH3

**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.  
WCC:AH3



## FOOD SCIENCE & HUMAN NUTRITION (FSHN)

### FSHN 185 Human Nutrition (3)

An introductory level biological science course which integrates basic concepts of science with the study of human nutrition. Designed for students who want an introduction to nutrition, as well as those who later choose to major in it. Meets natural science core requirement. (3 hrs. lect.)

*Prerequisite: Placement into ENG 100 and MATH 25 or consent of instructor.*

WCC:NS1

## GEOGRAPHIC INFORMATION SYSTEMS (GIS)

### GIS 150 Introduction to GIS/GPS (3)

An introductory course in the applications of geographic information systems (GIS) with a special emphasis on using ArcView GIS. Includes database construction and techniques for spatial data manipulation, analysis and display. Students will also gain basic experience with the use of Global Positioning System (GPS). Applications will be cross-disciplinary in nature, including such fields as the environmental sciences, business marketing, geopolitical demography, health/epidemic monitoring and real estate management. (3 hrs. lect.)

*Note: Familiarity with basic computer operations and databases highly recommended.*

WCC:NS3

## GEOGRAPHY (GEOG)

### GEOG 101 The Natural Environment (3)

Survey of the natural environment; distribution and interrelationships of climates, vegetation, soil, and land forms. (3 hrs. lect.)

WCC:NS3

### 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.*

WCC:NS3

### 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.)

WCC:SS

### GEOG 122 Geography of Hawai'i (3)

This course is designed to acquaint the student with basic geographic principles and aid in understanding and appreciating the Hawaiian environment. Fundamental concepts of physical and cultural geography are presented with emphasis on Hawai'i volcanic land forms, coastal features, climate, and vegetation. Geographic aspects of population, settlement, agriculture economics, and land use are also investigated. (3 hrs. lect.)

WCC:SS

### 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.)

WCC:SS

## GEOLOGY AND GEOPHYSICS (GG)

### GG 101 Introduction to Geology (4)

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

WCC:NS2

### 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.)

WCC:NS2

### 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.)

WCC:NS2

### GG 166 Planetary Geology (3)

Study of the geology and geophysics of earthlike planets and satellites in the solar system, with emphasis on understanding terrestrial geology in a broader, astronomical context. Topics covered: major processes determining structure and surface features of planets and techniques for remote sensing. (3 hrs. lect.)

*Prerequisite: ASTR 110 and GG 101 or consent of instructor.*

WCC:NS2

*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 are approximately \$250.

### GG 210 O'ahu Field Geology (1)

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

*Prerequisite: Completion of or concurrent registration in GG 101, GG 103, or consent of instructor.*

WCC:NS2

**GG 211 Big Island Field Geology (1)**

A four-day field trip on the island of Hawai'i. A survey of Hawaiian volcanic processes is illustrated by studying Kilauea, Mauna Kea, Mauna Loa, 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 101, GG 103, or consent of instructor. Must have medical clearance.*  
WCC:NS2

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

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

*Prerequisite: Completion of or concurrent registration in GG 101, GG 103, or consent of instructor. Must have medical clearance.*  
WCC:NS2

**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 directed reading on 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 101, GG 103, or consent of instructor. Must have medical clearance.*  
WCC:NS2

**GG 214 Kaua'i and Ni'ihau Field Geology (1)**

A four-day field trip on the island of Kaua'i to study the volcanological evolution and continuing geological history of Kaua'i and Ni'ihau volcanoes. Students are responsible for air and ground transportation, meals, and lodging. (Offered alternate years.)

*Prerequisite: Completion of or concurrent registration in GG 101, GG 103, or consent of instructor.*  
WCC:NS2

**HAWAIIAN (HAW)****HAW 50 Basic Conversational Hawaiian (3)**

An introductory course to the Hawaiian language which covers the basics of pronunciation, vocabulary, idioms and fundamental sentence patterns to enable the student to understand and engage in everyday Hawaiian conversation, to appreciate and understand Hawaiian music, songs and chants, and to enhance the student's understanding of the Hawaiian heritage and Hawai'i. (3 hrs. lect.)  
*Prerequisite: Placement in ENG 21 or higher.*

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

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

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

Continuation of HAW 101. (5 hrs. lect./lab.)  
*Prerequisite: HAW101 or consent of instructor.*

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

Continuation of HAW 102 with emphasis on increasing proficiency in use of major sentence patterns in reading, writing, conversation, and translation. (5 hrs. lect./ lab.)

*Prerequisite: HAW 102 or consent of instructor.*

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

Continuation of HAW 201. Further refinement of basic language skills including vocabulary development beyond the 201 level. Increased control over structures and idioms. Includes readings about history, culture, and diverse forms of literature. (5 hrs. lect./lab.)

*Prerequisite: HAW 201 or consent of instructor.*

**HAWAIIAN STUDIES (HWST)****HWST 107 Hawai'i: Center of the Pacific (3)**

An introduction to Hawai'i and Hawaiian culture in the context of the larger Pacific, including Hawaiian origins, settlement, language, land, history, society, religion and the arts. (3 hrs. lect.)

WCC:AH2

**HWST 270 Hawaiian Mythology (3)**

A survey of gods, 'aumakua, kupua, mythical heroes, heroines and their kinolau as the basis of traditional Hawaiian metaphor. (3 hrs. lect.)

*Prerequisite: HWST 107 or HAW 102.*

**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.*

**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 prehistoric period to the 1500's. (3 hrs. lect.)

WCC:WC

**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.)

WCC:WC

**HIST 224 History of Hawai'i (3)**

A general study of the social, political and economic development of Hawai'i from the ancient Hawaiians to the present. (3 hrs. lect.)  
WCC:AH2

**HIST 241 Civilizations of Asia I (3)**

A survey course covering the development of the major civilizations of East Asia, South and Southeast Asia, and historical personages and events from the earliest periods to the 1500's. (3 hrs. lect.)  
WCC:AH2

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

A survey course focusing on the changes/development of the major civilizations of East Asia, South and Southeast Asia from the Sixteenth Century to the present. Particular emphasis placed on an analysis of representative Asian societies, the Asian response to the West, and Asian nationalism. (3 hrs. lect.)  
WCC:AH2

**HIST 281 Introduction to American History I (3)**

An introduction to American history covering significant events in U.S. history from the colonial to Civil War period. (3 hrs. lect.)  
WCC:AH2

**HIST 282 Introduction to American History II (3)**

Continuation of HIST 281 focusing on significant events in American history from Reconstruction (1865) to the present. (3 hrs. lect.)  
WCC:AH2

**HUMANITIES (HUM)****HUM 100 Introduction to Humanities (3)**

HUM 100 is for students seeking a multicultural integration of the arts. It is a global, historical and comparative exploration of music, art, literature, drama, philosophy, religion, architecture and related artistic expressions. It is designed to deepen awareness of how human beings symbolize essential ideas. (3 hrs. lect.)  
WCC:AH1

**HUM 269V Study Abroad (Designated Region, Variable Credit) (1-6)**

An on-site study of designated society's values, arts and culture. (30 hrs. lect./lab per credit trip total)  
*Prerequisite: Meet with instructor for approval.*  
WCC:AH1

**INDEPENDENT STUDIES****—, 99, 199, 299 Independent Studies (13)**

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

This course is an introduction to information technology. Upon completion of the course, the student should be able to:

- Describe the process of changing data into information
- Identify the benefits of being computing literate and how computing competency will affect their future
- Describe how computers have affected society
- Discuss computer ethics
- Demonstrate an understanding of computer terminology
- Identify hardware components
- Identify and describe a variety of software programs
- Produce word processing, spreadsheet and database documents
- Manipulate graphical objects in the above
- Demonstrate an understanding of online and multimedia communication
- Manage assignments using the World Wide Web and the Internet. (3 hrs. lect.)

*Recommended Preparation: Keyboarding skills or OAT 20B, English 100 skills, Math 24 skills.*

WCC:SS

**ICS 101 Tools For The Information Age (3)**

This course examines the major application programs and encourages students to incorporate technology in their work and lives. Upon completion of this course, the student should be able to:

- Understand computing terminology
- Discuss current computing literacy concepts in class and via electronic bulletin boards and chats
- Discuss and compare hardware and software changes and updates.
- Compare operating systems
- Understand file management
- Become proficient with electronic communications (electronic mail, bulletin board, and Web Page Display)
- Design spreadsheets that will solve a problem, compute and graph data, and present the information professionally
- Design a digital presentation (Who, What, Where, When, Why, and How)
- Create, organize, and maintain a database
- Utilize the Internet and World Wide Web
- Display their work in a personal Webfolio (3 hr. lect.)

*Prerequisite: ENG 100; MATH 25 or 1 yr. high school algebra. Keyboarding, basic typing skills.*

**ICS 102 The Internet (3)**

This course shows students how to productively use the Internet for college, business, and home use. Students will review the history and terminology of the Internet. Internet infrastructure and connectivity will be covered. The multimedia interface of the Internet and the World Wide Web (WWW) will be used extensively in a hands-on environment. The course includes Internet uses such as communication, electronic commerce, information

gathering, entertainment, and education. Webpage design will be introduced. (3 hrs. lect.)

*Recommended Preparation: Basic computing skills.*

### **ICS 104 Introduction to Networking/ Computer Support (3)**

This course will provide the student with the basic concepts of data communications, networking and connectivity. It contains an overview of the types of local and wide area networks and is intended to introduce students to the vocabulary used in the field, expand students' technical expertise, and remove students' fear of networking. The course includes hands-on training in network computer support, including installation of network devices, software, cabling and connections. (3 hrs. lect.)

*Prerequisite: ICS 101 (may be concurrent) or consent of instructor.*

### **ICS 105B Information Retrieval Course-Operating System Skills (1)**

This one-credit course is an introduction to operating skills literacy and is designed to help students master prerequisite skills for IRT intensive courses. The course will help students master the National Education Technology Standards (NETS) which are aligned with the University of Hawai'i General Education Requirements. NETS standards are (1) Basic operations and concepts, (2) Social, ethical, and human issues, (3) Technology productivity tools, (4) Technology communications tools, (5) Technology research tools, and (6) Technology problem-solving and decision-making tools. Students completing ICS 105B will be able to:

- Identify basic hardware components
- Boot the computer and use a GUI interface
- Use scroll bars
- Manipulate a window object
- Demonstrate basic file management skills
- Identify GUI (Graphics User Interface) objects
- Demonstrate familiarity with the Operating Systems' Accessories
- Install a simple program
- Perform simple computer maintenance
- Demonstrate understanding of principles of operating a computer. (1 hr. lect.)

*Prerequisite: Keyboarding, completion of OAT 20B or equivalent, or instructor consent.*

### **ICS 105C File Management and Word Processing Skills (1)**

This web-enhanced\* course is designed to prepare students for the Computer and Information Literacy Exam. Students in this course will learn to:

- Create, edit, format, and print word processing documents
- Save a new document
- Save an existing document to a new name or location
- Create folders and manage files
- Find documents using the "search" feature
- Format text, paragraphs, and documents
- Create tables
- Insert graphics

This is a CIL preparatory course; passing this course does not guarantee passing the CIL exam.

\*WebCT is used as a course management tool. (1 hr. lect.)

*Recommended: Keyboarding skills.*

### **ICS 105D Information Retrieval Course - On Line Communication Skills (1)**

The one-credit course is an introduction to on line communication skills literacy and is designed to help students master prerequisite skills for IRT intensive courses. The course will help students master the National Education Technology Standards (NETS) which are aligned with the University of Hawai'i General Education Requirements. NETS standards are (1) Basic operations and concepts, (2) Social, ethical, and human issues, (3) Technology productivity tools, (4) Technology communications tools, (5) Technology research tools, and (6) Technology problem-solving and decision-making tools. Students completing ICS 105D will be able to:

- Demonstrate basic use and knowledge of Electronic Mail terminology
- Use E-mail Etiquette, Ethics, and Safety
- Use expanded E-mail
- Work with Alternative Interfaces
- Know the Tips and Tools of an E-mail package
- Understand the requirements for E-mail home usage
- Use Bulletin Board Systems
- Use Chat Systems
- Use Audio and Video Conferencing. (1 hr. lect.)

*Prerequisite: Keyboarding, completion of OAT 20B or equivalent, or instructor consent.*

### **ICS 105E Information Literacy (1)**

This web-enhanced\* course is designed to prepare students for the Computer and Information Literacy Exam. Students in this course will learn to:

- Recognize when information is needed
- Locate, evaluate and use the needed information effectively and ethically
- Create a web portfolio as a final project

This is a CIL preparatory course; passing this course does not guarantee passing the CIL exam. Students who have received credit for or are currently enrolled in ICS 102 may not receive credit for ICS 105E to use toward the AA degree.

\*WebCT is used as a course management tool. (1 hr. lect.)

*Recommended: Basic keyboarding; familiarity with word processing.*

### **ICS 105F Voice Input (1)**

Students who take this web-enhanced\* course will learn Dragon NaturallySpeaking software. By the end of the course, students will use voice commands to:

- Dictate words into the computer
- Use commands and techniques
- Format and edit simple documents
- Navigate software

\*WebCT is used as a course management tool. (1 hr. lect.)

*Recommended Preparation: ENG 22.*

### **ICS 105G Microsoft PowerPoint (1)**

Students who take this web-enhanced\* course will learn to create slide presentations using Microsoft PowerPoint. The following skills will be included:

- Creating, editing, viewing, and saving slide presentations
- Using wizards and templates
- Adding transitions and effects

- Choosing appropriate clipart and graphics
- Editing clipart
- Printing handouts

\*WebCT is used as a course management tool. (1 hr. lect.)

*Recommended Preparation: ENG 21 and 22.*

### ICS 105H Microsoft Word (3)

Students in this web-enhanced\* course will learn Microsoft Word. Competencies included in the Microsoft Office User Specialist (MOUS) Word exam\*\* at the Core level are covered:

- Working with text, paragraphs, and long documents
- Adding page numbering, headers, and footers
- Using the Office Assistant and Wizards
- Saving a document as a web page and creating hyperlinks
- Creating, formatting, and modifying tables
- Enhancing documents with graphics, borders and shading
- Using Mail merge

\*This course uses WebCT as a course management tool.

\*\*An additional fee will be required for the MOUS exam. MOUS exam is optional. (3 hrs. lect.)

*Recommended Preparation: ENG 21 and ability to type or key to touch.*

### ICS 107 The Internet with WEB Site Development (3)

This course presents concepts for creating web sites from design through publishing. Hands-on activities will include working with graphics and other multimedia elements, and developing professional web sites. Web pages will be designed for marketing, providing news, showing information, and sharing opinions. A variety of Internet resources will be demonstrated and subsequently explored by students. Design, usability, accessibility, web markup language, and integrating other elements will be emphasized. (3 hrs. lect.)

*Recommended Preparation: Basic computing skills.*

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

This is an introductory course for students intending to major in computer science and requiring a computer programming course. Emphasis will be on problem solving, algorithm/pseudocode development, structured programming, computer language coding, implementation and debugging/testing. Students will develop application programs in an IBM microcomputer/DOS/Windows operating system environment. Students will be taught to develop appropriate programs using accepted standards and methodologies. Actual programming is a part of this course. (3 hrs. lect./1 hr. lab.)

*Prerequisite: MATH 27 or MATH 103, 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 an understanding of the data processing building blocks: files, records and fields. Techniques to report and maintain data are also covered. (Offered spring semester only.) (3 hrs. lect.)

*Prerequisite: ICS 100 or 101; placement into ENG 100 and MATH 24 and completion of OAT 20B or OAT 21B; or equivalent.*

### ICS 120 Spreadsheet Fundamentals (3)

Students who complete this course will be able to accomplish the following:

- Simulate "what if" scenarios
- Create spreadsheet templates
- Design worksheets to solve complex tasks
- Develop spreadsheet workbooks composed of several related worksheets
- Minimize redundant data by linking information among worksheets
- Utilize complex spreadsheet functions to solve problems
- Utilize spreadsheet tools to analyze data
- Create macros to complete repetitive tasks
- Integrate spreadsheet data with a word processor
- Publish spreadsheet data to the World Wide Web or a corporate Intranet. (3 hrs. lect.)

*Prerequisite: ICS 100 or 101 and OAT 20B; placement into ENG 100 and MATH 25.*

### ICS 121V Microcomputer Topics (1-4)

This course covers current microcomputer topics. The course is designed to have variable credits to coincide with the rigor of the topic. A student may enroll and receive credit for this course more than one time (for different topics). A course description will be on record to designate the various topics for a student's transcript. (1-4 lect. hrs.)

*Prerequisite: ICS 100 or ICS 101 or consent of instructor.*

*Prerequisite for specific courses will be announced. (See department chair or instructor.)*

### ICS 125 Computer Maintenance and Repair (3)

This course is an introduction to the hardware components of microcomputer systems. The specification, selection, installation, and configuration of hardware components including memory, floppy disk drives, hard disks, monitors, and printers are covered. Advantages and disadvantages of hardware components, and compatibility requirements are identified. Opportunities for "hands-on" activities will include the installation and configuration of hardware components. (3 hrs. lect.)

*Prerequisite: ENG 22 and placement into MATH 24.*

### ICS 140 Elementary Operating Systems (3)

This course examines and compares several operating systems used on computers. Comparisons of graphics user interface and command user interface operating systems will be made. Students will work with the Windows and Unix systems. Other systems will be researched. (3 hrs. lect.)

*Prerequisite: Placement into ENG 100 and MATH 24 and completion of OAT 20B or equivalent.*

### ICS 163 Desktop Publishing (3)

Upon completion of this introductory desktop publishing course, the student will be able to do the following:

- Demonstrate an understanding of the relationship between typography, text and space;
- Describe the concepts of color theory;
- Demonstrate the ability to operate a desktop publishing software program to layout business cards, fliers, ads,

brochures, and multi-page documents;

- Demonstrate the ability to operate a graphic program to edit clipart and photos;
- Demonstrate the steps to scan a photo or line drawing;
- Analyze and design a project for a target group;
- Demonstrate the ability to create a file to take to a printer. (3 hrs. lect.)

*Recommended Preparation: Basic computing skills.*

### **ICS 193V Cooperative Education/Internship/ Practicum (1-3)**

Cooperative program between the student, an employer, and the College that integrates classroom learning with supervised practical experience. Reflects the student's major interest area and availability of job assignments. Offers the opportunity to develop workplace employability skills dependent on job assignments and course of study. (1-3 hrs. lect.)

*Prerequisite: Various as determined by the particular course of study and placement of the cooperative education/internship practicum in the sequence of courses.*

## **INTERDISCIPLINARY STUDIES (IS)**

### **IS 103 Introduction to College (3)**

This course is designed to orient first-time students to a college setting. Students will learn (1) the tools, techniques, methods, procedures, processes, skills, resources, and attitudes for success; (2) the programs and services of a postsecondary institution of higher education; and (3) to design a personal, comprehensive, postsecondary academic plan. (3 hrs. lect.)

*Prerequisite: Placement in ENG 22 or consent of instructor.*

### **IS 105B Career Decision Making (2)**

An introductory course designed to prepare students to make more focused career/life decisions through self analysis and world of work examinations. (2 hrs. lect.)

*Prerequisite: Placement in ENG 22.*

### **IS 105C Job Search Skills (1)**

This course is designed to prepare students for the job market through an overview of relevant job search skills. Job search and interview techniques, resume preparation and the role of the employee in the workforce will be covered. (1 hr. lect.)

*Prerequisite: Placement in ENG 22.*

### **IS 160A Polynesian Voyaging and Seamanship (3)**

This course focuses on the fundamentals of voyaging and seamanship by blending the traditions of Polynesian culture, history and skills with modern science and technology. An interdisciplinary approach is used in treating topics in Hawaiian studies, astronomy, geology, oceanography, meteorology, marine biology, ethnobotany and archaeology of Polynesia and Hawai'i. (3 hrs. lect.)

WCC:NS3 or AH2

### **IS 160B Polynesian Voyaging and Seamanship (3)**

This course focuses on the fundamentals of voyaging and seamanship by blending the traditions of Polynesian culture, history and skills with modern science and technology. An interdisciplinary approach is used in treating topics in Hawaiian

studies, astronomy, geology, oceanography, meteorology, marine biology, ethnobotany and archaeology of Polynesia and Hawai'i. (3 hrs. lect.)

*Prerequisite:*

1. Minimum water skills and survival requirements: Pass the following water survival tests, which will be administered during the lab corequisite for this course.

- ability to swim a minimum of 500 yards in the open ocean using any strokes

- ability to tread water for 30 minutes in the open ocean

2. Health clearance: A written statement must be signed by a medical physician certifying that the student is physically capable of participating in the sailing activities scheduled for the lab co-requisite for this course.

*Co-requisite: Concurrent enrollment in IS 160L: Polynesian Voyaging and Seamanship Lab.*

WCC:NS3 or AH2

### **IS 160L Polynesian Voyaging and Seamanship Lab (1)**

Laboratory/field trip course designed to acquire seamanship skills and apply knowledge of astronomy, geology, oceanography, meteorology, marine biology, ethnobotany and archaeology through sailing and environmental exploring activities. Optional coastal and/or inter-island voyaging field trips may be offered. (Students will be responsible for fees for each activity.) (3 hrs. lab.)

*Prerequisite:*

1. Minimum water skills and survival requirements: Pass the following water survival tests, which will be administered by the second lab:

- ability to swim a minimum of 500 yards in the open ocean using any strokes

- ability to tread water for 30 minutes in the open ocean

2. Health clearance: A written statement must be signed by a medical physician certifying that the student is physically capable of participating in the sailing activities scheduled for the lab. Health clearance must be submitted by the date of the first sailing lab.

*Co-requisite: Concurrent enrollment in IS 160B: Polynesian Voyaging and Seamanship.*

WCC:NS3 or AH2

### **IS 201 The Ahupua'a (3)**

Study of the traditional Hawaiian approaches to natural resources development, utilization, exploitation, and management. The ahupua'a, as the traditional Hawaiian unit of land and sea subdivision, beginning in the upland forests, stretching across lower elevations, past the shoreline to the edge of the reef, will be evaluated as a microcosm of an integrated ecosystem and as a model for natural resource management and sustainability. (2 hrs. lect./3 hrs. lab.)

*Prerequisite: BIOL 101 and SCI 124, or equivalent preparation, or consent of instructor.*

### **IS 205 Advanced Career Seminar (3)**

This course is designed to serve the needs of the adult learner and worker with life and/or work experience. Topics such as career assessment and planning, career transition, work alternatives and personal marketing will be covered. The course will be taught using a combination of seminar style group meetings and independent studies. (3 hrs. lect.)

*Prerequisite: Placement into ENG 100.*

**IS 260A Polynesian Voyaging and Stewardship (3)**

This course focuses on the fundamentals of voyaging and the impact of human activity on the environment of Hawai'i, with emphasis on Kāne'ōhe Bay and the Windward coast. An interdisciplinary approach is used in blending the traditions of Polynesian culture, history and skills with modern science and technology. Topics covered include Hawaiian studies, astronomy, geology, oceanography, meteorology, marine biology, ethnobotany and archaeology of Polynesia and Hawai'i. (3 hrs. lect.)

*Prerequisite:* Credit in IS 160A or IS 160B (Polynesian Voyaging & Seamanship) or consent of instructor.

WCC:NS3 or AH2

**IS 260B Polynesian Voyaging and Stewardship (3)**

This course focuses on the fundamentals of voyaging and the impact of human activity on the environment of Hawai'i, with emphasis on Kāne'ōhe Bay and the Windward coast. An interdisciplinary approach is used in blending the traditions of Polynesian culture, history and skills with modern science and technology. Topics covered include Hawaiian studies, astronomy, geology, oceanography, meteorology, marine biology, ethnobotany and archaeology of Polynesia and Hawai'i. (3 hrs. lect.)

*Prerequisite:*

1. IS 160B (Polynesian Voyaging & Seamanship) or consent of instructor.

2. Minimum water skills and survival requirements:

Students must demonstrate an:

- ability to swim a minimum of 500 yards in the open ocean using any strokes

- ability to tread water for 30 minutes in the open ocean

(Note: Accredited water skill and survival tests passed within the past year are acceptable upon instructor approval.)

3. Health clearance: from a licensed physician must be provided. (Note: Health clearance submitted within the past year is acceptable upon instructor approval.)

*Co-requisite:* Concurrent enrollment in IS 260L: Polynesian Voyaging and Stewardship Lab.

WCC:NS3 or AH2

**IS 260L Polynesian Voyaging and Stewardship Lab (1)**

Laboratory/field trip course designed to apply knowledge of Polynesian skills and modern science to the impact on the environment due to human settlement, especially in Hawai'i. Laboratory activities will further develop student skills in sailing, sail planning and navigation. Students are expected to undertake mentorship roles in disseminating their newly acquired knowledge and skills to the community. Optional coastal and/or inter-island voyaging field trips may be offered. (Students will be responsible for fees for each activity.) (3 hrs. lab.)

*Prerequisite:*

1. Credit in IS 160L (Polynesian Voyaging & Seamanship Lab) or consent of instructor.

2. Minimum water skills and survival requirements:

Students must demonstrate an:

- ability to swim a minimum of 500 yards in the open ocean using any strokes, except back stroke.

- ability to tread water for 30 minutes in the open ocean

(Note: Accredited water skill and survival tests passed within the past year are acceptable upon instructor approval. The 'swim test'

must be completed by the date of the first sailing lab.)

3. Health clearance: from a licensed physician must be provided.

(Note: Health clearance submitted within the past year is acceptable upon instructor approval. Health clearance must be submitted by the date of the first sailing lab.)

*Co-requisite:* Concurrent enrollment in IS 260B: Polynesian Voyaging and Stewardship.

WCC:NS3 or AH2

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

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

*Recommended Preparation:* Credit or concurrent registration in OCN 201, ZOO 200, SCI 124, or consent of instructor.

WCC:NS3

**JAPANESE (JPNS)****JPNS 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.)

**JPNS 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.)

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

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

*Prerequisite:* JPNS 101 or consent of instructor.

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

Continuation of JPNS 102. Emphasis on increasing proficiency in reading, speaking and writing. (5 hrs. lect./lab.)

*Prerequisite:* JPNS 102 or consent of instructor.

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

Continuation of JPNS 201. (5 hrs. lect./lab.)

*Prerequisite:* JPNS 201 or consent of instructor.

## JOURNALISM (JOUR)

### JOUR 205 News Writing (3)

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

*Prerequisite: ENG 100.*

WCC:AH3

### JOUR 205L News Writing (Grammar) Laboratory (1)

A course to help students improve language skills such as word usage, grammar, punctuation, syntax and spelling. Required for journalism majors. Also open to non-majors. (1 hr. lect.)

*Prerequisite: ENG 100. To be taken concurrently with JOUR 205 or with consent of instructor.*

### JOUR 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 JOUR 205 or consent of instructor.*

## LEARNING SKILLS (LSK)

### LSK 35 Learning Skills for College Success (4)

An integrated reading, writing, and study skills course designed to increase vocabulary, strengthen reading comprehension, and improve writing skills with an emphasis on sentence structure and patterns to ensure student success in college. (4 hrs. lect.)

*Prerequisite: Placement into LSK 35 or consent of instructor.*

### 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.*

## LINGUISTICS (LSK)

### LING 102 Introduction to Language (3)

An investigation of the nature and function of language, its sounds, structures and semantics, oral and written expression, acquisition and change. General linguistic principles applicable to all languages will be covered. We will learn ways of talking about language that will enable us to discuss language and understand what linguists do and say. (3 hrs. lect.)

*Prerequisite: ENG 22 or consent of instructor.*

WCC: AH3

## MANAGEMENT (MGT)

### MGT 120 Principles of Management (3)

This course is a practical introduction to and study of management principles and practices. The student will learn the elements needed to manage effectively as well as better understand the decision making process in business. (3 hrs. lect.)

## MATHEMATICS (MATH)

To be successful in math, students must register in courses for which they have met the stated prerequisites. Prerequisite courses and placement test scores are valid for two years. A placement test is provided which determines students' 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 21A

MATH 21B

MATH 22

MATH 24

MATH 25

MATH 103

MATH 135

MATH 140 or MATH 203

MATH 205

MATH 206

MATH 231

Sequence of Math courses for students majoring in disciplines which require only a minimal mathematics background:

MATH 21A

MATH 21B

MATH 22

MATH 24

MATH 25

MATH 100 or MATH 115 or MATH 103

### 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. Beginning Fall 1998, only Leeward Community College will cover topics in MATH 24/25 in a different order compared to the other community colleges in Hawai'i. Therefore, MATH 24 from Leeward Community College is NOT equivalent to MATH 24 at the other community colleges. Similarly, MATH 25 from Leeward Community College is NOT equivalent to MATH 25 at the other community colleges. Students successfully completing MATH 25 from any campus in the University of Hawai'i will be able to take the next course, MATH 27 or 103 (Intermediate or College 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. A student who took MATH 24 at Leeward Community College needs to see a math instructor for special clearance to be able to take MATH 25 at Windward. Otherwise, the student will be required to take Windward's MATH 24 class.

### MATH 21A Basic College Mathematics I (2)

This course is designed to help students review and master the basics of mathematics. Emphasis will be placed on numeration, whole numbers, fractions, mixed numbers, decimals, and ratios and proportions. (2 hrs. lect.)

*Prerequisite: Satisfactory math placement test score or consent of instructor.*



**MATH 21B Basic College Mathematics II (2)**

This course prepares students who want to strengthen computation and problem-solving skills before proceeding to an elementary algebra course. Includes the concept of variables, using rational numbers, solving simple equations in one variables, percent, and word problems. (2 hrs. lect.)

*Prerequisite: Grade of "C" or better in MATH 21A, satisfactory math placement test score or consent of instructor.*

**MATH 22 Pre-Algebra Mathematics (3)**

This course prepares students who want to strengthen computation and problem solving skills before proceeding to an elementary algebra course. Includes a brief review of arithmetic, the concept of variables, using rational numbers, solving simple equations in one variable, percent, measure, ratio and proportion, geometry formulas, square roots and word problems. (3 hrs. lect.)

*Prerequisite: Satisfactory math placement test score or consent of instructor.*

**MATH 24 Elementary Algebra I (3)**

This course represents approximately half of a typical year algebra course. Topics include real numbers and their properties, linear equations and inequalities in one variable, the coordinate plane, linear systems in two variables, and exponents. (3 hrs. lect.)

*Prerequisite: Grade of "C" or better in MATH 22 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 exponents, polynomials, factoring, rational expressions and equations, radical expressions and equations and quadratic equations. (3 hrs. lect.)

*Prerequisite: Grade of "C" or better in MATH 24 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 nonscience/nonmathematics 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 problemsolving and analysis. (3 hrs. lect.)

*Prerequisite: Grade of "C" or better in MATH 25 or equivalent, satisfactory math placement test score, or consent of instructor.*  
WCC:M/L

**MATH 103 College Algebra (4)**

Linear equations, inequalities, systems of equations, polynomials, functions, fractional expressions and equations, exponents, powers, roots, quadratic equations and functions; rational, exponential and logarithmic functions. (4 hrs. lect.)

*Prerequisite: Grade of "C" or better in MATH 25 or equivalent, satisfactory math placement test score, or consent of instructor.*  
WCC:M/L

**MATH 115 Statistics (3)**

An introduction to topics in statistics, with a brief look at elementary probability. This is a valuable course for business, natural science, social science, health science and computer science majors. (3 hrs. lect.)

*Prerequisite: Grade of "C" or better in MATH 25 or equivalent, satisfactory math placement test score, placement into MATH 100 or higher, or consent of instructor.*  
WCC:M/L

**MATH 135 PreCalculus: Elementary Functions (4)**

An analysis of elementary functions. A study of polynomial, rational, exponential and logarithmic functions. Topics also include graphing techniques, transformations, applications, systems of equations and inequalities, linear programming, partial fractions and related topics. Emphasis is placed on topics which will prove useful to students planning to take calculus and also to those who are interested in pursuing math-related careers. (4 hrs. lect.)

*Prerequisite: Grade of "C" or better in MATH 103, MATH 27 or equivalent, satisfactory math placement test score, or consent of instructor.*

WCC:M/L

**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; parametric equations and applications; sequences, series, either math induction or binomial theorem and related topics. (4 hrs. lect.)

*Prerequisite: Grade of "C" or better in MATH 135 or equivalent, satisfactory math placement test score, or consent of instructor.*

WCC:M/L

**MATH 203 Calculus for Business and the Social Sciences (3)**

Basic mathematical concepts, topics in differentiation and introductory integration of algebraic, exponential and logarithmic functions. Related applications to management, finance, economics and social science will be considered. (Usually offered fall semester only.) (3 hrs. lect.)

*Prerequisite: Grade of "C" or better in MATH 135 or equivalent, satisfactory math placement test score or consent of instructor.*

WCC:M/L

**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: Grade of "C" or better in MATH 140 or equivalent, satisfactory math placement test score, or consent of instructor.*

WCC:M/L

**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. (Usually offered spring semester only.) (4 hrs. lect.)

*Prerequisite: Grade of "C" or better in MATH 205 or equivalent, satisfactory math placement test score, or consent of instructor.*

WCC:M/L

**MATH 206L Calculus Computer Lab (1)**

Introduction to symbolic computer software for solving calculus problems, graphic functions and experimenting with calculus concepts. No knowledge of computer required. (2 hrs. lect./lab.)

*Prerequisite: Grade of "C" or better in MATH 205, satisfactory math placement test score, or consent of instructor.*

*Co-requisite: MATH 206.*

**MATH 231 Calculus III (3)**

Vector-oriented study of functions of several variables; partial differentiation and line integrals; multiple integrals. (3 hrs. lect.)  
*Prerequisite:* Grade of "C" or better in MATH 206 or equivalent, satisfactory math placement test score, or consent of instructor.  
 WCC:M/L

**METEOROLOGY (MET)****MET 101 Introduction to Meteorology (3)**

Introduction to Meteorology (MET 101) studies basic atmospheric physics, Sun-Earth-atmosphere-ocean-human interrelationships, major weather systems and forecasting, with special emphasis on Hawai'i. For both science and non-science majors and prospective science teachers. (3 hrs. lect.)  
 WCC:NS2

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

Fundamentals of microbiology, growth, 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.)  
 WCC:NS1

**MICR 140 General Microbiology Laboratory (2)**

Laboratory course illustrating fundamental techniques and concepts of microbiology, such as microscopy, aseptic culture methods, microorganism classification and identification, environmental factors influencing microorganisms, biochemistry of microorganisms, ecological microbiology, and medical microbiology. This course is designed to complement MICR 130. Primarily for students in nursing, dental hygiene and nutrition. Science laboratory course. (4 hrs. lab.)

*Prerequisite:* Credit or concurrent registration in MICR 130; eligibility for placement into MATH 24.

WCC:NS1

**MILITARY SCIENCE, (MSCI)****MSCI 105 Introduction to Military Science I (2)**

Introduction to the Army ROTC program providing instruction in military-related subjects of general student interest. Topics covered include the organization and role of the Army, customs, and courtesies of the Army, the Army writing style, and an introduction to military briefings. Basic skills including map reading, orienteering, rifle marksmanship, first aid, and tactics are also emphasized. (2 hrs. lect.)

**MSCI 105L Introduction to Military Science I (1)**

Practical application of classroom instruction. Activities emphasized include drill and ceremony, first aid, rifle marksmanship, physical fitness, and small unit tactics. (2 hrs. lab.)

**MSCI 106 Introduction to Military Science II (2)**

Continuation of MSCI 105. Topics covered previously are explored in more detail. In addition, instruction is given in military leadership, professional ethics, developing a physical fitness program, and the role of officers in the Army. Students have the opportunity to participate in adventure training activities including rappelling, helicopter operations, water operations, water survival,

construction of one-rope bridges, and field training exercises. (2 hrs. lect.)

**MSCI 106L Introduction to Military Science II (1)**

Practical application of classroom instruction. Activities emphasized include drill and ceremony, first aid, rifle marksmanship, physical fitness, and small unit tactics. (2 hrs. lab.)

**MSCI 205 Intermediate Military Science I (2)**

Instruction which emphasizes the basic concepts of military leadership to include the military decision making process and the types and styles of leadership. Basic skills including map reading, first aid, and rifle marksmanship are further developed. Students are given the opportunity to experience a variety of leadership positions within the ROTC battalion and are encouraged to participate in field training exercises and other extracurricular activities. (2 hrs. lect.; 2 hrs. lab.)

**MSCI 206 Intermediate Military Science II (3)**

Continuation of MSCI 206. Topics introduced include military operations orders, wilderness survival skills, individual and squad level tactics, and the key jobs and responsibilities of Army officers. Further expertise in basic skills is developed. Students are encouraged to improve their physical conditioning, to seek a leadership position in the ROTC battalion, and to participate in field exercises and other extracurricular activities. (2 hrs. lect.; 2 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 a total of four credits, 1 each level. Repeatable up to 4 credits, 4 credits applicable toward A.A. degree. (2 hrs. lect./studio.)

**MUS 106 Music Appreciation (3)**

Music as an aural form which exists in time. Recognition and understanding basic elements, styles, genres, and forms; music as a reflection of the social, cultural, economic and political events of each historical period. Understanding the value of music to the individual and society. Concert attendance required for two live performances during the semester with written critique. (3 hrs. lect.)  
 WCC:AH1

**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.)  
 WCC:AH1

**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. No previous choral experience required. Extra curricular concert attendance required. Student will complete 5 tapes in the Pitch Master Diatonic Series or the complete Tune Up series. May be repeated any number of times; 7 credits applicable toward A.A. degree. (3 hrs. rehearsal.)  
 WCC:AH1

**MUS 121B Voice I (2)**

Performance class designed for students with little or no vocal experience. Deals with vocal production and literature for voice. Student will complete tapes 1-5 of the Pitch Master Diatonic Series or the complete Tune Up series. Recital or concert attendance required. Repeatable up to 4 credits; 2 credits applicable toward A.A. degree. (3 hrs. lect./studio.)

WCC:AH1

**MUS 121C Piano 1 (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). Repeatable up to 6 credits; 2 credits applicable toward A.A. degree. (3 hrs. lect./studio.)

WCC:AH1

**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)

WCC:AH1

**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)

WCC:AH1

**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)

WCC:AH1

**MUS 122B Voice II (2)**

Performance class designed for students with previous vocal experience. Deals with vocal production and literature for voice. Student will complete tapes 6-10 of the Pitch Master Diatonic Series. Recital or concert attendance required. Repeatable up to 4 credits; 2 credits applicable toward A.A. degree. (3 hrs. lect./ studio.)

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

WCC:AH1

**MUS 122C Piano 2 (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). (3 hrs. lect./ studio)

*Prerequisite:* MUS 121C.

WCC:AH1

**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. studio8 wk. term)

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

WCC:AH1

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

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

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

WCC:AH1

**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. (3 hrs. lect.)

**MUS 177 Introduction to Hawaiian Music (3)**

A survey of Hawaiian music from Polynesian origins and pre-contact traditional forms to acculturated and contemporary forms and expressions including vocal, instrumental and dance music in their social, cultural and religious contexts. (3 hrs. lect.)

**MUS 221C Piano 3 (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 Piano 4 (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.

**MUS 253 Basic Experiences of Music (3)**

This course engages the student in the practice of the components of music (time, pitch, media, musical expression, and form) and their interaction with each other. These components will be explored through singing; use of rhythm instruments including body sounds; playing recorder, ukulele, bells, autoharp, piano and other appropriate classroom instruments; listening, movement and body response to music; notating music; performing from notation; analysis of music aurally and from score; and the creative use of the components. One hour per week will focus on singing as a primary activity. (2 hrs. lect; 2 hrs. lab.)

WCC:AH1

## OCEANOGRAPHY (OCN)

### OCN 101 Introduction to the Marine Option Program (1)

This course provides an overview of statewide issues and organizations involved with ocean and freshwater activities, including management, education, research and business. It also provides an orientation to the Marine Option Program (MOP) and reviews the requirements of the MOP certificate. The course explores opportunities for internships, projects and careers related to water environments. The course will present guidelines on proposal writing, project implementation, data collection and interpretation, and final report preparation and presentation. This course is taught via HITS interactive television with participation of students and faculty throughout the UH system. (1 hr. lect.)  
*Recommended Preparation: "C" or higher in ENG 21 or 22, and MATH 24.*

### OCN 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 OCN 202. (3 hrs. lect.)  
WCC:NS3

### OCN 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. (Twelve 4-hr. labs.)  
*Supplements OCN 201; concurrent registration recommended.*  
*Note to Students: OCN 201 and 202 require separate registrations.*  
WCC:NS3

### OCN 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 OCN 201, or consent of instructor.*  
WCC:NS3

### OCN 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. (3 hrs. lect.)  
*Recommended Preparation: An introductory course in oceanography or zoology, reading, math, and study skills appropriate for 100 and 200 level courses.*  
WCC:NS1

## OFFICE ADMINISTRATION AND TECHNOLOGY (OAT)

### OAT 20B Basic Keyboarding Part 1 (1)

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

## 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, and the problem of the function of government. (3 hrs. lect.)  
WCC:AH4

### 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.*  
WCC:AH4

### 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.)  
WCC:AH4

### 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.)  
WCC:M/L

### 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.*  
WCC:AH4

## PHYSICS (PHYS)

### PHYS 122 Introduction to Science: Physical (3)

Characteristics of science, historical development of scientific concepts, and interactions with society illustrated by topics from physical sciences, with emphasis in physics and chemistry. Designed for non-science majors. (3 hrs. lect.)  
*Prerequisite: MATH 25 or equivalent or consent of instructor.*  
*Co-requisite: PHYS 122L.*  
WCC:NS2

### PHYS 122L Introduction to Physical Science Lab (1)

Lab experiments illustrating topics and methods in the Physical Sciences with emphasis in Physics and Chemistry. Designed for non-science majors. (3 hrs. lab.)  
*Prerequisite: Credit or concurrent registration in PHYS 122 or consent of instructor.*  
WCC:NS2

**PHYS 151 College Physics I (3)**

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

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

*Co-requisite:* PHYS 151L.

WCC:NS2

**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.

WCC:NS2

**PHYS 152 College Physics II (3)**

A noncalculus, one-semester course for pre-professional or nonengineering 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.

*Co-requisite:* PHYS 152L.

WCC:NS2

**PHYS 152L College Physics Laboratory II (1)**

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

*Prerequisite:* Credit or concurrent registration in PHYS 152.

WCC:NS2

**POLITICAL SCIENCE (POLS)****POLS 110 Introduction to Political Science (3)**

Introduction to politics as a human activity. Discusses theories, ideologies, systems, and processes of politics. (3 hrs. lect.)

WCC:SS

**POLS 120 Introduction to World Politics (3)**

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

WCC:SS

**POLS 130 Introduction to American Government (3)**

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.)

WCC:SS

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

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

WCC:SS

**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.)

WCC:SS

**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.)

WCC:SS

**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.)

*Prerequisite:* PSY 100 or consent of instructor.

WCC:SS

**PSY 224 Abnormal Psychology (3)**

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

*Recommended Preparation:* PSY 100.

WCC:SS

**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.

WCC:SS

**PSY 260 Psychology of Personality (3)**

An introduction to the basic theoretical approaches to personality, how they are developed, changed and analyzed. (3 hrs. lect.)

*Prerequisite:* PSY 100.

WCC:SS

**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.)

WCC:AH4

**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.)

WCC:AH4

**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. (3 hrs. lect.)

WCC:AH4

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

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

WCC:AH4

**SCIENCE (SCI)****SCI 123 Introduction to Science: Hawaiian Perspectives (4)**

Characteristics of science and its interaction with society, illustrated by topics in geology, archaeology, astronomy, oceanography and biology of the Hawaiian Islands. Lecture/laboratory/field trip course designed for non-science majors. (3 hrs. lect.; 3 hrs. lab.)  
*Recommended Preparation: High school biology or earth science.*  
 WCC:NS3

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

A workstudy 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)**

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. (3 hrs. lect.)

*Prerequisite: Successful completion of one social science course at 100 level, and placement in MATH 24 or consent of instructor.*

WCC:SS

**SSCI 293V Cooperative Arts and Science Education (14)**

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. (Practicum)

*Prerequisite: 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.)

WCC:SS

**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 indepth studies for project reports. (3 hrs. lect.)

WCC:SS

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

Study of types, conditions, processes, and theories relating to juvenile delinquency. Study of the development of alienation and deviance by youth and study of the juvenile correction systems in society. (3 hrs. lect.)

WCC:SS

**SOC 250 Community Forces in Hawai'i (3)**

This course is designed to acquaint the student with sociological principles and the application of these principles to aid in the awareness, understanding, and appreciation of the unique social environment of the State of Hawai'i. Fundamental concepts of sociology in the area of race relations are presented with emphasis on Hawai'i's unique potential "melting pot" social environment and the development of an "unorthodox race doctrine" for Hawai'i. Sociological aspects of the various cultural contributions by the ethnic groups to Hawai'i including values, concepts, practices, history, and language are also investigated. (3 hrs. lect.)

WCC:SS

**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.)

WCC:SS

**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 consent of instructor.*

**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 expression. Reading about Hispanic culture, society, history and literature. (3 hrs. lect.)

*Prerequisite: SPAN 102 or consent of instructor.*

**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 consent of instructor.*

## 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.)

*Prerequisite:* Placement in ENG 21 or higher.

WCC:OC

### 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.)

*Prerequisite:* ENG 100 or SP 151.

WCC:OC or AH1

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

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

*Prerequisite:* ENG 100 or SP 151.

WCC:OC or AH1

## THEATRE (THEA)

### THEA 101 Introduction to Drama and Theatre (3)

An introduction to the art of drama and theatre. Students study selected plays that are representative of important playwrights and historical periods. These plays are studied in their historical context and provide a basis for understanding elements and styles of drama. Theatre production will also be explored by considering the functions of actors, audiences, designers, playwrights and technicians. (3 hrs. lect.)

WCC:AH1

### THEA 211 Mask Making and Performance (3)

A hands-on course exploring several mask-making techniques, and the fundamentals of bringing a mask to life. The history and cultural significance of the mask will be surveyed. Students will make several masks and will perform for each other. (3 hrs. lect.)

WCC:AH1

### THEA 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. Students must see two plays and write about them or use the Service-Learning option. (3 hrs. lect.)

WCC:AH1

### THEA 222 Acting II (3)

Performance course concentrating on exploration of character creation; continued work on voice, relaxation, and self-realization. Students must see two plays and write about them or use the Service-Learning option. (3 hrs. lect.)

*Recommended Preparation:* THEA 221.

WCC:AH1

### THEA 240 Introduction to Stagecraft (3)

Introduction to the technical process of theatre including scenery, lighting, sound and stage management. Students will focus on the range of skills needed to work in theatrical space. Repeatable up to 6 credits. 6 credits applicable towards AA degree. (3 hrs. lect.)

WCC:AH1

### THEA 241 Advanced Stagecraft (3)

Advanced techniques of the technical process of theatre including lighting, sound, and rigging. Students will focus on the range of skills needed to work in convention, theatrical, concert, and dance applications. Repeatable up to 6 credits. (3 hrs. lect.)

*Prerequisite:* THEA 240 or consent of instructor.

### THEA 260 Dramatic Production (3)

Introduction to the process of converting a play into a performance. Students are required to participate in at least two aspects of an actual production. Repeatable up to 6 credits. 6 credits applicable towards AA degree. (3 hrs. lect.)

WCC:AH1



## 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, and domestic violence. (3 hrs. lect.) (Cross-listed as PSY 202.)

*Prerequisite: PSY 100 or consent of instructor.*  
WCC:SS

## ZOOLOGY (ZOOL)

### 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.*  
WCC:NS1

### ZOOL 105 Hawaiian Use of Fish and Aquatic Invertebrates (3)

A study of fish and aquatic invertebrates used traditionally by Native Hawaiians. This class will examine the role of fish and aquatic invertebrates in Hawaiian culture and resource utilization and management. (3 hrs. lect.)

*Recommended Preparation: High school biology.*

### ZOOL 106 Hawaiian Marine Invertebrates (3)

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

*Recommended Preparation: Ability to swim.*  
WCC:NS1

### ZOOL 107 Identification of Hawaiian 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 Hawaiian use of fishes. Lecture/laboratory/field trip course (two required field trips on Saturdays). (2 hrs. lect.; 3 hrs. lab.)

*Recommended Preparation: Ability to swim.*  
WCC:NS1

### ZOOL 141 Human Anatomy and Physiology I (3)

The first semester of a two-semester course in human anatomy and physiology which includes a study of human embryology, gross anatomy, microanatomy, physiology, pathology, and homeostatic relationships. This course is intended for students entering health care or medically related fields such as nursing, physical therapy and medical technology. (3 hrs. lect.)

*Prerequisite: High school chemistry or equivalent preparation or consent of instructor.*

*Recommended Preparation: High school biology, BIOL 100, BIOL 101 or ZOOL 101; concurrent registration in ZOOL 141L.*

WCC:NS1

### ZOOL 141L Human Anatomy and Physiology Lab I (1)

Laboratory to accompany ZOOL 141. Reinforces the facts and concepts of human anatomy and physiology discussed in ZOOL 141 through dissections, examination of models, laboratory activities, and other hands-on experiences. This course is intended for students entering health care or medically related fields such as nursing, physical therapy and medical technology. (3 hrs. lab.)

*Prerequisite: Prior or concurrent registration in ZOOL 141 or equivalent preparation or consent of instructor.*  
WCC:NS1

### ZOOL 142 Human Anatomy and Physiology II (3)

The second semester of a two-semester course in human anatomy and physiology which includes a study of human embryology, gross anatomy, microanatomy, physiology, pathology, and homeostatic relationships. This course is intended for students entering health care or medically related fields such as nursing, physical therapy and medical technology. (3 hrs. lect.)

*Prerequisite: ZOOL 141 or equivalent preparation or instructor's consent.*

*Recommended Preparation: Concurrent registration in ZOOL 142L.*

WCC:NS1

### ZOOL 142L Human Anatomy and Physiology Lab II (1)

Laboratory to accompany ZOOL 142. Reinforces the facts and concepts of human anatomy and physiology discussed in ZOOL 142 through dissections, examination of models, laboratory activities, and other hands-on experiences. This course is intended for students entering health care or medically related fields such as nursing, physical therapy and medical technology. (3 hrs. lab.)

*Prerequisite: Prior or concurrent registration in ZOOL 142 or equivalent preparation or consent of instructor.*  
WCC:NS1

### 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.*

WCC:NS1



## TRANSFERRING TO ANOTHER COLLEGE

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

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

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

### When should I begin the application process for transferring?

At least one semester before you hope to enroll at the new school. Some colleges have early deadlines. Find out about the deadline in the catalog and make sure that you meet it. *Deadline dates pertain to your application form and receipt of official transcripts from all colleges that you have ever attended, so be sure that you order your transcript(s) early.*

### How does transferring credits actually work?

The new school receives a Windward Community College transcript and accepts all or some of the credits for recognition as part of the degree that you are seeking there. There is no physical transfer of actual credits, for your permanent academic record at Windward Community College always remains here. The other college decides which of your Windward Community College credits will be accepted. Normally, courses numbered 100 and above are transferable 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.

*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.

### How do I transfer to institutions other than the Mānoa campus?

Students planning to transfer to a college other than the University of Hawai'i at Mānoa or West O'ahu are urged to write for the necessary college catalogs and to consult a counselor early in their college career so that a planned program can be arranged to meet the general education and admissions requirements of the college to which they plan to transfer. It is the student's responsibility to obtain catalogs from any college or university that is being considered for transfer. The catalog from each college or university that is being considered for transfer is essential for proper planning.

## STUDENT ACTIVITIES AND ORGANIZATIONS

The Associated Students of the University of Hawai'i at Windward Community College (ASUHWCC) have an organized student government to develop a program of activities for students and members of the community. ASUHWCC administers the use of student activity fees. Last year ASUHWCC sponsored the College newspaper, *Ka 'Ohana*, the College literary magazine, *Rainbird*, and other educational, cultural, and social activities.

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

### CLUBS AND SOCIETIES

Agriculture Technology Club  
 Art Club  
 Botany Club  
 Campus Crusade of WCC  
 Ceramics Club  
 Chess Club  
 Drama Club  
 Gamma Beta Phi  
 Japanese Culture Society  
 Ka 'Ohana  
 KuPono (Hawaiian Culture)  
 Latter Day Saints Student Association  
 Music Club  
 Na Ho'okele (STAAR Program)  
 Na Ho'okele (Polynesian Voyaging Club)  
 Phi Theta Kappa  
 Psi Beta (Psychology Club)  
 Sigma Delta Mu (Spanish Club)  
 Student Educators Against Aids  
 Ukulele Club  
 Word People

## CAMPUS ADVISORY COMMITTEES

### AGRICULTURE ADVISORY COMMITTEE

Mike Barros  
 Russell Higa  
 John Morgan  
 Pat Oka  
 Fred Trotter  
 Paul Weissich

### HAWAIIAN STUDIES ADVISORY COMMITTEE

Thomas Cummings  
 Roy Fujimoto  
 Mark Hamasaki  
 Rubellite Kawena Johnson  
 Fred Kalani Meinecke  
 Adrian Kealoha Keohokalole  
 Emalia Keohokalole  
 Hirini Moko Mead  
 Pikake Pelekai  
 Robert Suggs  
 Rapata Wiri  
 Emil Wolfgramm

### WINDWARD CC AMBASSADORS

Pastor Dave Barr	Jacqueline Maly, Ph.D.
Ron Bright	Michael McCartney
Abid Butt	John Morgan
Sarah Cadiz	Clyde Morita
Betsy Connors	Otome Myers
Peter Dyer, Ph.D.	Ron Nagasawa
Chuck Eakes	Pohai Ryan
Luann Foos	June Sebring
Iris Fukui	Oswald Stender
Terry George	Paulette Stone
Wilson Kekoa Ho	Ray Sanborn
Maj. Patricia Johnson, USMC	Rick Towill
Corbett Kalama	Susan Vicenti, M.D.
Eppy Kerr	Robert Walker
Jonathan Kim	Reed Young

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**WINDWARD COMMUNITY COLLEGE'S  
2003 EXCELLENCE IN TEACHING WINNER  
DR. LETICIA COLMANARES**

by James Au

Dr. Leticia Colmanares isn't your father's chemistry teacher – the stereotypical humorless, bearded male in a white lab coat.

Her WCC students call her Letty, a picture of youthful femininity with bright brown eyes and a smile that lights up her face.

Colmanares, the college's 2003 Excellence in Teaching winner, moves easily between classroom instruction and research projects – all the while relating the language of science to everyday situations for her students.

"Science requires discipline, finishing what you start," said Colmanares. "Students can take that beyond the classroom. I think that's important."

"You cannot go very far without self-discipline, regardless of intellectual ability."

In her classes, Colmanares strives to engage students who might find chemistry overwhelming.

"Patience is her strong point," said Jadine Makinano, a Chemistry 100 student. "I'm amazed at her ability to teach such a difficult subject to students with little or no background in science."

However, Colmanares isn't above using a little showmanship to make a point. In one class, she soaked a dollar bill in methyl alcohol and set it on fire. When the flames were extinguished, the bill was undamaged.

"I can tell she's really smart and could blow us away with what she knows, but she doesn't. That's cool," said another student. "She makes chemistry interesting. You want to learn more about it."

Colmanares, who has been at Windward since 1998, received her bachelor's and master's degrees in the Philippines, followed by a doctorate at the University of Hawai'i in organic chemistry.

"As for research and the sciences, chemistry fascinated me in high school. I like to analyze things and go beyond what you cannot see," she said.

In addition to her teaching, Colmanares works with her students on community research projects such as water quality testing and exposure to ultraviolet radiation. She recently was awarded a grant to study the effects of UV radiation on Asians and Pacific Islanders.

For all her achievements, Colmanares remains committed to making the sciences intriguing and accessible to her students.

"I think about ways the chemistry program can advance, such as using distance learning on the Web and making concepts easier to understand," she said.

"If a student tells me I'm talking too fast, in my mind I hear, 'I'm having a hard time. I need help.' "

*"I can tell she's really smart and could blow us away with what she knows, but she doesn't. That's cool. She makes chemistry interesting. You want to learn more about it."*

— Former Student

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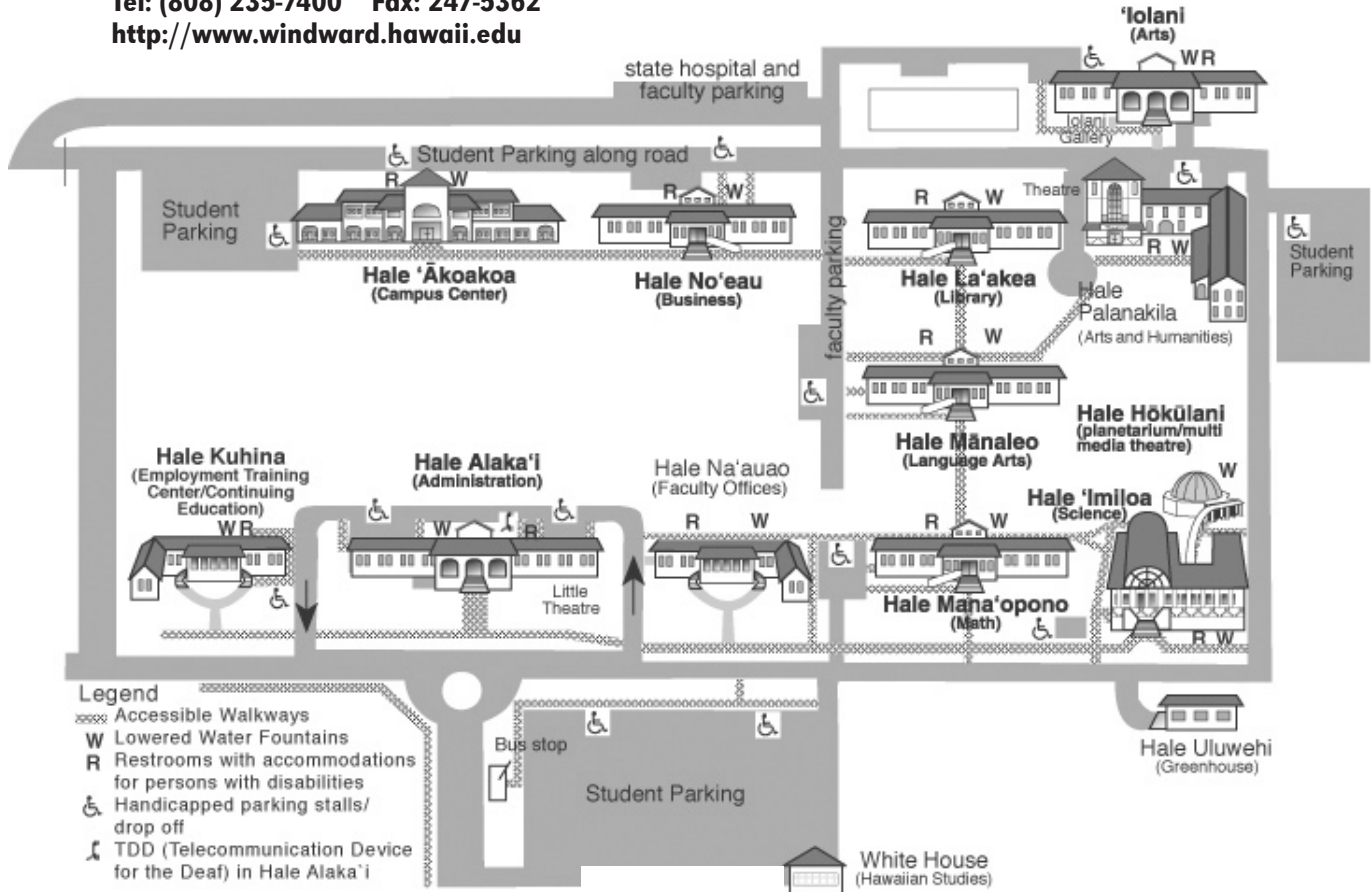
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# WINDWARD COMMUNITY COLLEGE

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Hale Akoakoa	Bookstore Counseling Student Publications Student Government Student Services Cafeteria Services Clubs & Organizations	Hale Hōkūlani	Planetarium Center for Multi-Media Education
Hale Alaka'i	Faculty Offices Administrative Offices Registrar Business Office/Cashier Financial Aids WCC Little Theater	Hale Mānaleo	Faculty Offices Classrooms English CAI Classrooms The Learning Center (TLC) STAAR
Hale La'akea	Library	Hale Mana'opono	Faculty Offices Math Lab Classrooms
Hale No'eau	Faculty Offices PC Lab Media Production Center Computer Classrooms	Hale Na'auao	Faculty Offices
Hale Kuhina	Continuing Education & Training Employment Training Center	Hale Palanakila	Faculty Offices Music Classrooms Art Classrooms Ceramics Classroom/Lab Photography Lab Iolani Gallery Main Theatre Macintosh Computer Lab
Hale 'Imiloa	Science Classrooms/Labs Aerospace Exploration Lab Hawai'i Space Grant Consortium – Windward Hoa'aina RS/GIS Center Kuhi La'au Plant Identification Center MOP Office Water Quality Lab	Hale Uluwehi	Agriculture Program
		White House	Hawaiian Studies Native Hawaiian Program

## QUICK TELEPHONE REFERENCE

### Absences

Contact your instructor or the Office of the  
Dean of Instruction ..... 235-7422

**Admissions** ..... 235-7432

**Aerospace Exploration Lab** ..... 235-7321

### Art Gallery

Gallery Iolani ..... 236-9155

### Audio/Visual Services

Media Production Center ..... 235-7302

**Bookstore** ..... 235-7418

### Career Information

Career Center ..... 235-7413

**Cashier** ..... 235-7410

**Ceramics Lab** ..... 235-7323

### Computer Labs

No'eau PC Lab ..... 235-7314

**Continuing Education** ..... 235-7433

### Counseling Services

Counseling/Academic Advising .. ..... 235-7413

### Disabilities, Services for Students with

STAAR Program ..... 235-7487

**Employment Training Center (ETC)** ..... 844-2363

..... or 844-2364

**Equal Opportunities Officer** ..... 235-7404

**FAX** ..... 247-5362

**Financial Aids/Loans** ..... 235-7449

### Foreign Students Information

Office of the Registrar ..... 235-7432

**Friends of Windward** ..... 235-7460

### Fujio Matsuda Technology Training and

Education Center ..... 235-7460

**Hawai'i Backyard Aquaculture Prg.** ..... 236-9121

### Hawai'i Space Grant Consortium—

Windward ..... 236-9111

### Health Service/Medical Insurance Inquiries

Student Services ..... 235-7466

**Hökūlani Imaginarium** ..... 236-9111

**Library Services** ..... 235-7338

### Literary Magazine (Student)

Rainbird ..... 236-9236

### Lost and Found

Business Office ..... 235-7410

**Math Resource Center** ..... 236-9275

**Marine Options Program** ..... 236-9118

### Newspaper (Student)

Ka 'Ohana ..... 236-9187

**Photo Lab** ..... 236-9141

### Noncredit Courses

Office of Continuing Education  
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### Registration Information

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### Residency Regulations

Admissions Office ..... 235-7432

### Scholarships

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### Testing Information

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### Tuition Refunds

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### Tuition Waivers

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### Tutors/Tutoring

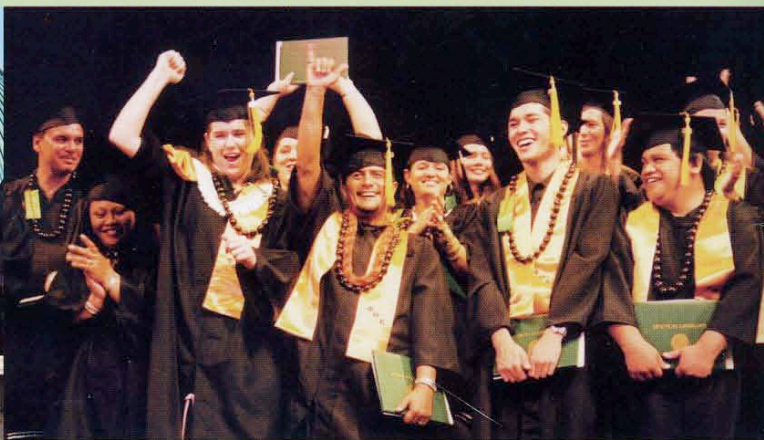
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**Veteran's Certification** ..... 235-7474

### Withdrawal, Classes, College

Office of the Registrar ..... 235-7432

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