



WINDWARD COMMUNITY COLLEGE.
Catalogs

*OPAC
FILE*

Windward Community College

UNIVERSITY OF HAWAII

1976/77

**Windward
Community
College**

UNIVERSITY OF HAWAII

ACADEMIC CALENDAR 1976-1977

(8 + 16 week classes)

FALL SEMESTER 1976

July 30 (F)	Deadline for receipt of applications
Aug 19 (TH)	Faculty report for duty
*Aug 16-19 (M-TH)	REGISTRATION FALL SEMESTER
Aug 20 (F)	Admissions Day Holiday
Aug 30 (M)	INSTRUCTION BEGINS
Sept 6 (M)	Labor Day Holiday
Sept 24 (F)	Deadline for receipt of applications 8 II term
Oct 11 (M)	Discoverers' Day Holiday
*Oct 18-20 (M-W)	REGISTRATION 8 II Term
Oct 20 (W)	8 I Term Ends
Oct 22 (F)	EVALUATION PERIOD 8 I
Oct 27 (W)	EVALUATION PERIOD 8 I
Oct 29 (F)	8 II TERM BEGINS
Nov 2 (T)	General Election Holiday
Nov 11 (TH)	Veterans' Day Holiday
Nov 25-26 (TH-F)	Thanksgiving Recess
Dec 17 (F)	8 II Term Ends
Dec 17 (F)	EVALUATION PERIOD 8 II
Dec 20 (M)	Last Day of Instruction
Dec 20 (M)	EVALUATION PERIOD 8 II
Dec 21-23 (T-TH)	EVALUATION PERIOD
Dec 23 (TH)	Fall Semester Ends

SPRING SEMESTER 1977

Dec 10 (F)	Deadline for receipt of applications
*Jan 3-7 (M-F)	REGISTRATION SPRING SEMESTER
Jan 17 (M)	INSTRUCTION BEGINS
Feb 11 (F)	Deadline for receipt of applications 8 IV Term
Feb 21 (M)	Presidents' Day Holiday
*Feb 28-Mar 4 (M-F)	REGISTRATION 8 IV Term
Mar 7 (M)	8 III Term Ends
Mar 9, 11 (M, F)	EVALUATION PERIOD 8 III Term
Mar 14 (M)	8 IV TERM BEGINS
Mar 25 (F)	Prince Kuhio Day Holiday
Apr 4-8 (M-F)	Spring Recess
Apr 8 (F)	Good Friday Holiday
May 9 (M)	8 IV Term Ends
May 10 (T)	Last Day of Instruction
May 11-16 (W-M)	EVALUATION PERIOD
May 16 (M)	Spring Semester Ends
May 18 (W)	Faculty Last Day
May 22 (Sun)	Graduation Ceremonies

*For exact dates, check schedule of courses.

SUMMER SESSION 1977

May 13 (F)	Deadline for receipt of applications
*May 30-June 2 (M-TH)	REGISTRATION SUMMER SESSION
June 10 (F)	Kamehameha Day Holiday
June 13 (M)	INSTRUCTION BEGINS
July 4 (M)	Independence Day Holiday
July 25 (M)	Last Day of Instruction
July 26 (T)	EVALUATION PERIOD
July 26 (T)	Summer Session Ends
July 27 (W)	Faculty Last Day

*For exact dates, check schedule of courses.

FALL SEMESTER 76 EXAM, PROJECT, PAPER DEADLINE SCHEDULE

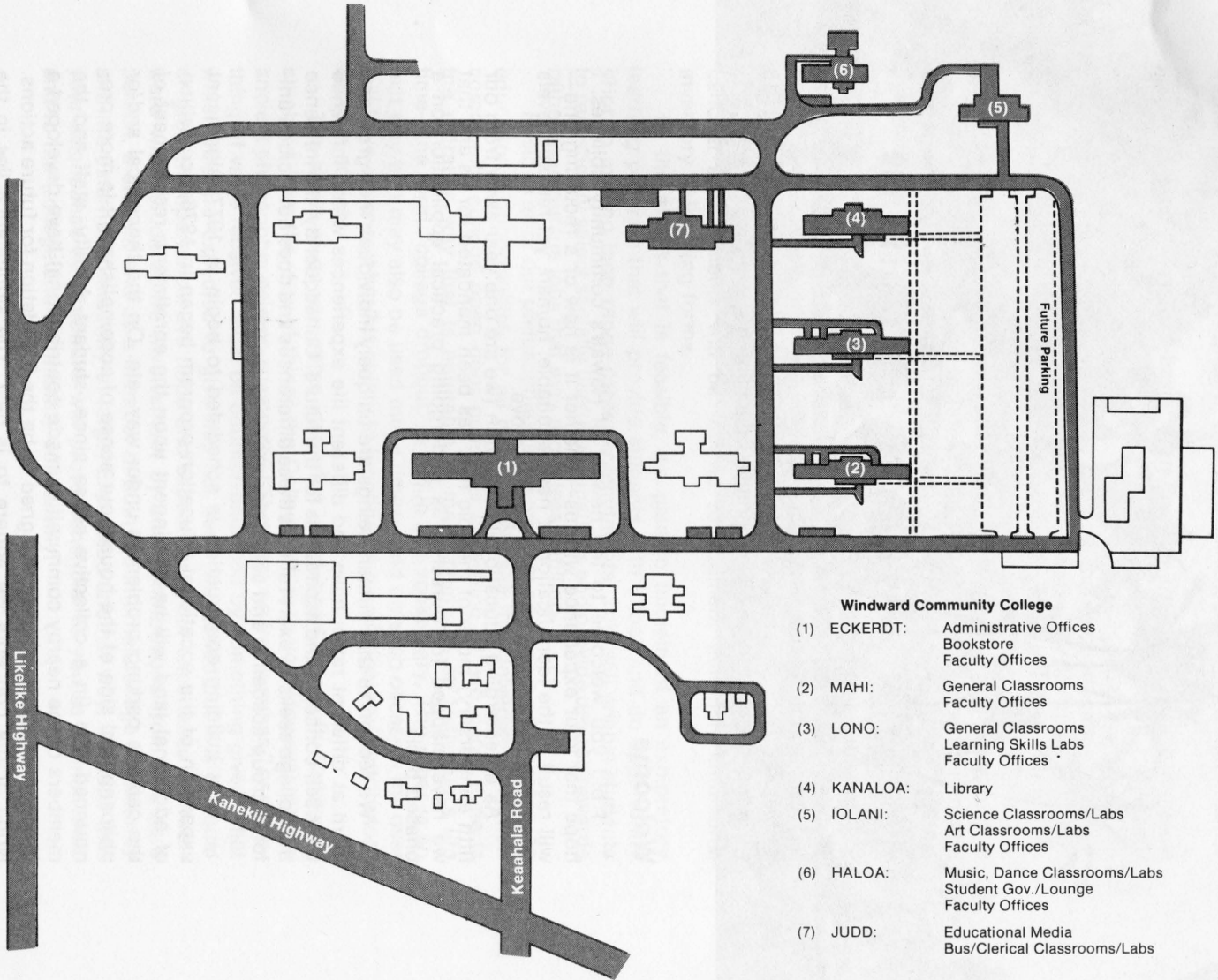
Class Hours	Exam Day	Time
TTh 8:15 a.m.	Dec. 21	8:15-10:15 a.m.
TTh 11:15 a.m.	Dec. 21	11:15 a.m.-12:15 p.m.
TTh 3:00 p.m.	Dec. 21	3:00-5:00 p.m.
TTh 7:30 p.m.	Dec. 21	7:30-9:30 p.m.
MWF 8:15 a.m.	Dec. 22	8:00-10:00 a.m.
TTh 9:45 a.m.	Dec. 22	10:30 a.m.-12:30 p.m.
MWF 1:00 p.m.	Dec. 22	1:00-3:00 p.m.
TTh 1:30 p.m.	Dec. 22	3:30 p.m.-5:30 p.m.
MWF 6:00 p.m.	Dec. 22	5:30-7:30 p.m.
TTh 6:00 p.m.	Dec. 22	7:30-9:30 p.m.
MWF 10:15 a.m.	Dec. 23	10:15 a.m.-12:15 p.m.
MWF 3:00 p.m.	Dec. 23	3:00-5:00 p.m.
MWF 7:30 p.m.	Dec. 23	7:30-9:30 p.m.

SPRING SEMESTER

MWF period 1	May 11	same time as class
MWF period 2	May 12	same time as class
MWF period 3	May 11	same time as class
MWF period 4	May 12	same time as class
MWF period 5	May 11	same time as class
MWF period 6	May 12	same time as class
TTh period 1	May 13	same time as class
TTh period 2	May 16	same time as class
TTh period 3	May 13	same time as class
TTh period 4	May 16	same time as class
TTh period 5	May 13	same time as class
TTh period 6	May 16	same time as class
TTh period 7	May 13	same time as class

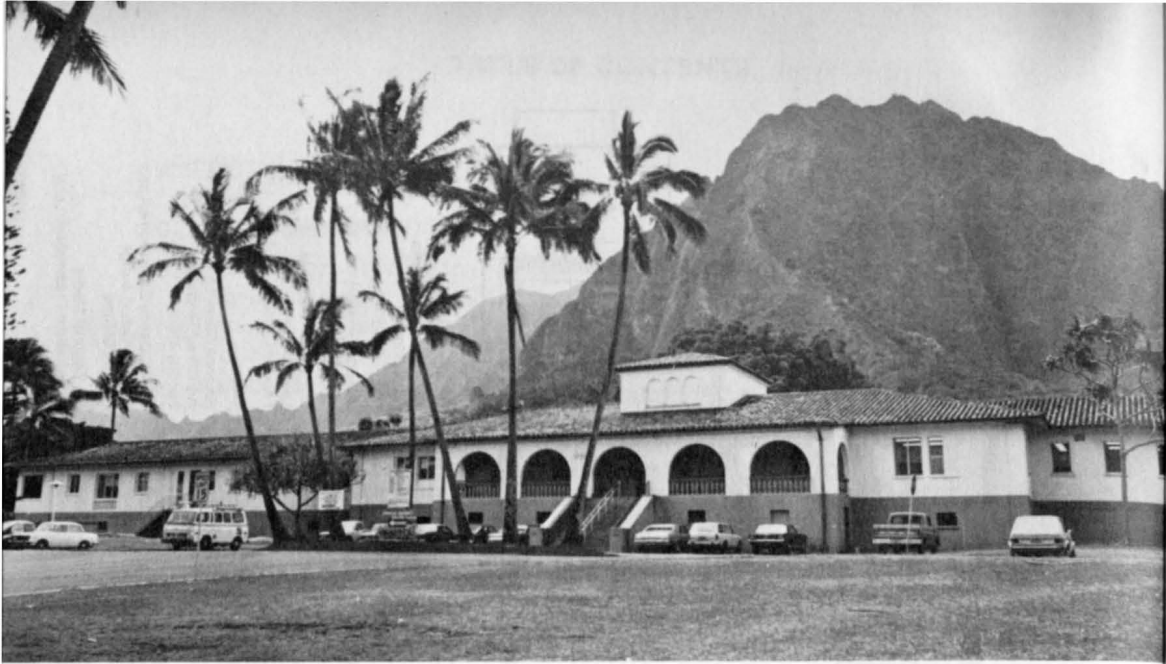
TABLE OF CONTENTS

	Page
WELCOME	6
GENERAL INFORMATION	
The College	8
Admission	9
Tuition and Fees	10
Drops and Add Policy	11
Non-credit Courses	12
Senior Citizen Tuition Exemption	12
INSTRUCTIONAL PROGRAMS / ACADEMIC REGULATIONS	
The Instructional Program	14
Degree Program	15
Certificate Programs	17
Majors	18
Independent Studies / Cooperative Education / Community Service	19
Concurrent Registration	21
Transfer of Credits	22
Grading	24
Course Abbreviations / Numbers	25
Student Classification / Course Load	26
Graduation Requirements	27
RELATED SERVICES	
Student Activities	28
Student Participation in College Governance	28
Academic Advising / Orientation	28
Personal Counseling	29
Financial Assistance	29
Special Student Services	30
Library Learning Resource Center	31
Bookstore	31
Learning Skills Lab	31
COURSES	34-63
FACULTY AND STAFF	64-68



Windward Community College

- (1) ECKERDT: Administrative Offices
Bookstore
Faculty Offices
- (2) MAHI: General Classrooms
Faculty Offices
- (3) LONO: General Classrooms
Learning Skills Labs
Faculty Offices
- (4) KANALOA: Library
- (5) IOLANI: Science Classrooms/Labs
Art Classrooms/Labs
Faculty Offices
- (6) HALOA: Music, Dance Classrooms/Labs
Student Gov./Lounge
Faculty Offices
- (7) JUDD: Educational Media
Bus/Clerical Classrooms/Labs



Welcome

I bid you welcome to the newest of Hawaii's community colleges. I hope that your experience with us—whether it is new or a recurring one—will result in the identification of new, equitable, human, yet realistic levels of aspiration toward which you wish to move.

As an emerging educational institution (we are one year away from our fifth anniversary) much of the role that has been mandated for us and that we have mapped for ourselves is undergoing practical application on a phased basis.

We recognize that human beings are uniquely individual; they grow and learn at different rates; have had different life experiences which influence their self concepts and aspirations for the future. Consequently, the influence the college seeks to exert reflects these differences and does not include uniform group academic and social performance standards.

New building construction is scheduled to begin in 1977; significant expansion of the vocational education program began in 1976; acquisition of additional land will be contingent upon the enrollment; resolution of the campus parking problem is under way, etc. On the theoretical and/or philosophical side of the house, our sense of accomplishment is more pronounced. We (in a collective sense since, student, faculty, staff and the members of the nearby communities made contributions) have developed a sense of direction which is designed to be the foundation for future actions. None of the concepts we adhere to is new. The significance lies in the emphasis we attempt to place upon them. Some of the operational fundamentals Windward Community College adheres to are:

Via maximum possible exposure to various options available to an individual, we offer assistance in the development of life roles that promise satisfaction and dignity.

We foster community-based work/learning situations which enhance the value of the student to the community and of the student to himself/herself.

We view the community at large as an extension of educational experience and seek to utilize it as a mutually satisfactory learning resource.

We believe that learning is never ending and will structure our educational offerings so that regardless of chronological age or life situation, students will be able to gain mental and emotional stimulation as desired or needed. Humanistic and technological changes will demand a constant updating of skills in order that individuals may continue to function as effective members of society. Because educational needs at 40, 60, 70 and beyond are just as real as those at 18, 25, or 30, we want to be able to react to the challenge of education as a continuous process.

We subscribe to the precept that learning occurs in a variety of ways. Consequently, our motto will be multi-dimensional. Cooperative education, computer assisted instruction, media (TV, radio, audio-tutorial) modes, programmed self-instructional material, and assessment of experiential educational achievements will be utilized to augment the more traditional inventory of learning forms.

To the extent that is feasible, we plan to implement an exploratory learning program that will provide students with a look and do opportunity prior to making long range career commitments. This will enable students to realistically select socially useful occupations and provide desired rewards rather than pursue jobs that may prove less fulfilling.

Basic to all of our philosophies is the one that advocates equal access to educational opportunities for all persons. We see the University of Hawaii community college open door policy as consisting of two doors. One is the entrance way that is enterable at many points in an individual's life time—the term “college dropout” is not in our vocabulary. The other is an exit way that may also be used many times—and on each occasion the user will have enhanced her/his ability to function on a participatory/contributory basis in society.

The above gives you some idea what Windward Community College is all about from the view of things the College offers to you. However, as the ancient philosopher said so succinctly, “There are no free lunches,” or something of value received must be counter-balanced by something given. That which you are expected to give has not been mentioned but it is of equal or greater importance. We hope and expect that your experience at Windward will include active involvement by and contributions from you as a person, a student and as a member of both the internal college community and the external community at large. Expressed another way, we hope that your attendance at Windward will prove beneficial to you as an individual and to the College and community collectively.

LeRoy J. King, *Provost*

General Information

The College

Windward Community College is one of seven public community colleges in Hawaii governed by the Board of Regents of the University of Hawaii.

It opened in the Fall of 1972, with an enrollment of 525 students and had a Fall 1975, enrollment of more than 1,100 students. Currently, the College offers liberal arts courses and a more limited number of vocational educational courses as well as learning skill courses. The program of courses offered, particularly in the vocational education fields, is slated for expansion in 1976.

A program of non-credit courses is also offered, and public affairs forums and cultural presentations are planned throughout the year.

Courses are offered during the day and evenings both on and off campus. The college is situated in Kaneohe, on the island of Oahu.

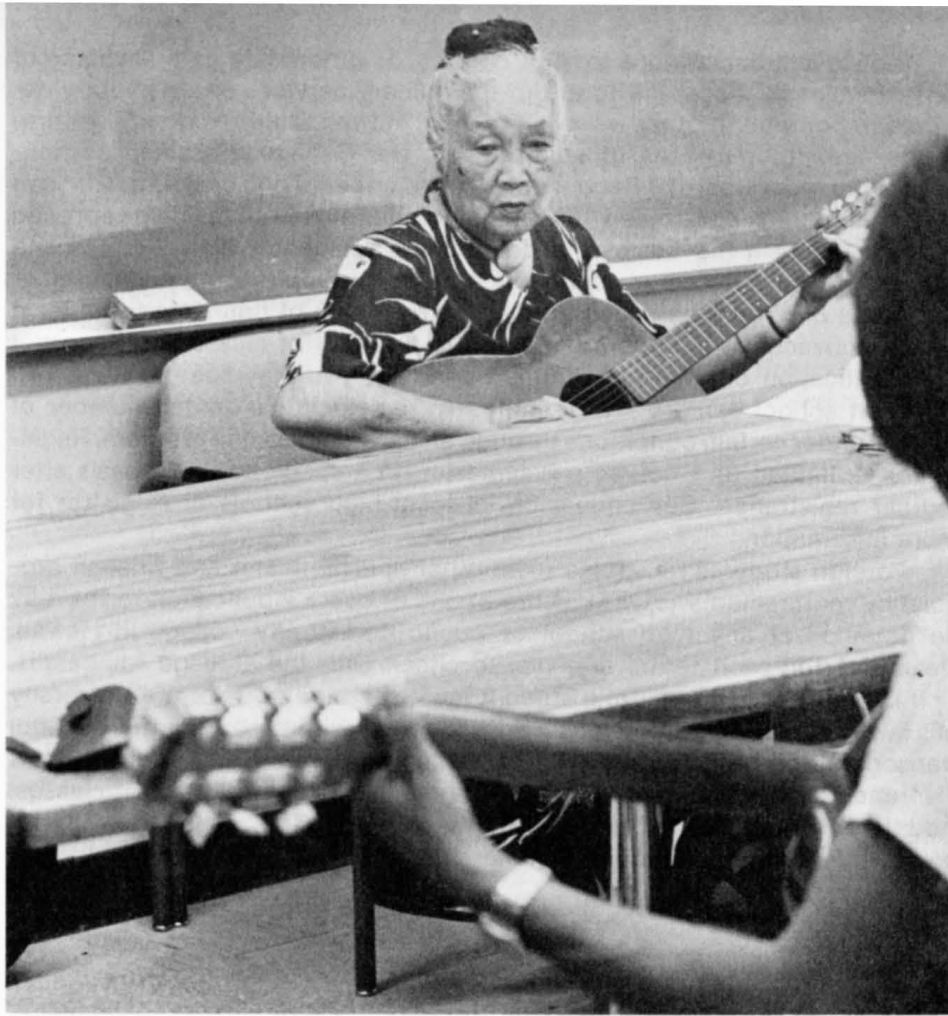
Purposes

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

- a wide variety of liberal arts courses for individuals seeking to further their knowledge of themselves and their social and physical environments, (and to meet the requirements of a baccalaureate degree program at a 4 year institution);
- vocational courses in selected areas for individuals seeking to acquire pre-service, entry level skills, or those seeking to upgrade existing skills;
- public services programs of non-credit courses, forums, and cultural activities for those individuals seeking to further develop leisure time skills and further their understanding of topics of current interest, and of their ethnic heritage.

Supportive services such as counseling and advising, and the maintenance of library services are also provided.

Emphasis, at the College, is placed on individualizing the activities and services provided. Thus, alternatives are stressed, and this is reflected in the variety of courses offered, learning tasks the student can choose from, the different ways the courses are taught and the times at which they are offered. Accessibility is also stressed, as is assessment. Courses are planned for both on-campus and off-campus and are offered during the evenings/days, year round. Eight week terms enable anyone to enter the College with a minimum of delay between semesters. A behavioral or performance objective mode of instruction is employed in all of the courses offered and pre-tests/post-tests are used to measure student achievement.



Accreditation

The College has been designated a "candidate for accreditation" by the Junior College Commission of the Western Association of Schools and Colleges (WASC), the accrediting agency for educational institutions in Hawaii and California.

This status is one accorded a new institution upon evaluation of its programs and operations by the Commission.

Full accreditation will be applied for in the Spring of 1977. Candidacy is not accreditation and does not assume eventual accreditation.

Admission

The College is open to all Hawaii residents who are 18 or older or who are high school graduates and can benefit from the educational programs offered.

Individuals declaring a foreign country or other state as their place of permanent residence, or who are in the military services or are military dependents, or who in other ways fail to meet Hawaii State residency requirements, are, for purposes of admission to the College, classified as non-residents. Under Board of Regent policy the number of non-residents who can be admitted must not exceed 10% of the number of Hawaii residents enrolled at the College. (The basic rule determining residency is that adults and minors are considered resident students if the adults or the parents or guardians of minors have been bona fide residents of this state for at least twelve consecutive months preceding the first day of classes in the term.) For clarification of what constitutes bona fide, you may see the Registrar.

High school seniors are permitted to register for a limited number of classes under certain conditions through an early admissions program. Registration is limited to 1 course per semester on a space available basis after regular registration. See counselors at local high schools or Registrar for more information.

Foreign students must also meet other special health and English proficiency requirements (TOEFL score of 550 or over). Application forms may be obtained at any high school or public community college in Hawaii. Deadlines for each term vary; please check with the College for details.

To apply for admission, a student must submit a copy of the University of Hawaii Common Admissions Form, together with a copy of high school transcripts and transcripts from other colleges attended, and a tuberculosis clearance certificate dated within twelve months of the first day of classes. Additionally, the student must take a reading test. The application will not be considered until all requirements are met.

Tuition and Fees

Credit courses, per semester/term:

Hawaii residents*	1-11 credits	12+ credits
tuition	\$3.50/credit	\$40
student activity fee	\$5 (optional)	\$5 (mandatory)
non-Hawaii residents		
tuition	\$38/credit	\$450.00
student activity fee	\$5 (optional)	\$5 (mandatory)

*includes military personnel and dependents and most foreign students.

Payments

For registration to be official, all fees must be paid on the day of registration.

Dishonored Check Fee: Checks tendered to Windward Community College and returned for any cause will be charged:

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

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

Course Change Fee: A registration change fee of \$1 is charged each time you add or drop classes. Additional tuition charges are also applicable if you add classes and you previously registered for less than 12 credits.

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

Transcript Fee: No fee is charged for a request of transcript to be sent to another college within the University of Hawaii system. A \$1 fee is charged for each transcript sent elsewhere.

Tuition Refunds

A student enrolled in credit courses who formally withdraws from the College may apply for a tuition refund according to the following schedule:

- withdrawal from College or change to part-time status within the 1st two weeks of classes in a semester; or first week of 8 week term—80% refund.
- withdrawal from College or change to part-time status within the 3rd and 4th weeks of classes in a semester; or second week of 8 week term—40% refund
- withdrawal from College or change to part-time status after the 4th week of classes in a semester; or after 2nd week of classes of 8 week term—no refund

Tuition refunds must be applied for after formal withdrawal from classes. For details, check with the Registrar's Office.

A separate schedule is maintained for non-credit courses. Details are available in the course announcement brochure.

Drops and Adds Policy

Students intending to drop classes are advised to do so as soon as possible so the maximum amount of tuition can be refunded (if applicable) and punitive grading can be avoided. Students withdrawing from classes formally (by making the change through the Registrar's Office) by the 2nd week of classes if the class is a 16 week class, or the 1st week of classes if it is an 8 week class will have these classes erased from their registration field. After that date, students will receive a W for the class providing they were making satisfactory progress (D level or better) at the time they dropped the class. An earned letter grade will apply in all other areas.

The College maintains a policy of no-adds to classes once they are closed at registration. This is intended to alleviate confusion during the first week of classes. Classes are generally "overbooked" beyond maximum effective class sizes to reflect anticipated withdrawal rates at the time of registration to accommodate as many students as possible.

Students who are registered for courses and do not attend the first 2 class sessions will be dropped from the course.

Non-credit courses

Tuition and fees vary, depending on the length of the course. Please see non-credit course announcement brochures for detailed information.

Senior Citizen Tuition Exemption Program. Residents of the State of Hawaii, 60 years or older, are entitled to attend any institution of the University of Hawaii system without payment of tuition and fees on a *space-available* basis. Eligible senior citizens, who have met all general admissions procedures and appropriate prerequisites for regular courses offered on a credit basis during the academic year, may register for classes in which *space is available* after the close of late registration.

Conduct

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

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

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

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

Family Educational Rights and Privacy Act

Notification Requirement

The University of Hawaii subscribes to and adheres to the Family Educational Rights and Privacy Act of 1974, and has developed policies and procedures for the implementation of the Act. The Act basically assures students of access to their educational records and protects the students' rights to privacy by limiting the transferability of their records without their consent. The Act further provides for hearing procedures so the student can challenge entries made to his/her educational records.

Windward Community College maintains the following types of comprehensive records about individual students: applications for admission and permanent record cards (transcripts)—Office of Admissions and Records; financial records—Business Office. Other records, but not comprehensive, are also maintained in the various offices and units of the college where the student has requested and/or received certain services or participated in certain programs.

Each record has a designated custodian. There will be a hearing procedure for students who wish to challenge the accuracy or relevancy of entries into his/her record. Persons desiring additional information about the University policies and procedures should call or write to the Dean for Educational Services.

Non-Discrimination and Affirmative Action

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

The University shall promote full realization of equal opportunity through a positive, continuing program on each campus. Individuals designated to coordinate the University effort are:

Employment matters

Ms. Beverly Manner
University of Hawaii
2550 Campus Road
Crawford Hall, 315-F
Honolulu, Hawaii 96822
Phone: 948-8742

Educational matters

Dr. Peter Dyer
University of Hawaii
2444 Dole St.
Bachman Hall, 205
Honolulu, Hawaii 96822
Phone: 948-7487

Instructional Programs/Academic Regulations

The Instructional Program

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

Courses offered are intended to meet the needs of individuals:

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

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

Modes of instruction also vary, and students may enroll in group-learning, lecture oriented classes, or highly individualized classes in which programmed instruction materials are used extensively, or for independent studies projects.

Most are single subject courses, but a few take an interdisciplinary approach to a topic or problem providing a student with an opportunity to view it from the perspective of several different discipline areas.

Coordinated studies "packages" are also offered. Here, instructors offering interrelated courses team up to integrate their courses minimizing duplication of topics and enabling students to develop and carry out single projects to meet the objectives of two courses.

"Piggyback courses" are also offered. A student enrolling in one of these courses has the option of selecting the level at which he/she wants to work—college transfer or non-college transfer levels. In a few of these courses, where self instructional materials are used, the student can opt to meet the objectives of different courses, working at his/her own rate of speed and proceeding to a second course or level within the term, depending on their own abilities.

Throughout, courses are designed for flexibility, providing a student with options in terms of tasks through which they can demonstrate achievement of course objectives. A behavioral objective orientation is also maintained, and objectives for each course, outlining what the student is expected to learn and the activities and requirements planned, are distributed during the first class session.



A pre-test will also be given in most classes. These are intended to help the instructor identify the knowledge and skills already possessed by the student, enabling him/her to tailor the course to meet the special needs or interest of the class. (Pre-tests are not used in grading students).

Degree Programs

The College offers a broad based program leading to the award of an Associate in Arts Degree in the liberal arts. Associate in Science Degree programs are planned in several fields, but are not yet offered.

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

1. at least 2 courses (6 credits), in different discipline fields must be taken in the broad areas of: Humanities, Arts and Related Fields; the Social Sciences and Related Fields; the Natural Sciences and Communications. Additionally, one of the natural science courses taken must be in a biology related field, the other, in a physical science related subject field. Also, one of the courses in communications must be in expository writing.
2. at least one course (3 credits) in mathematics or quantitative reasoning (Math 100, 202, Phil 210, or an introductory course in statistics or computer science) is required.
3. at least 12 credits, (the last 12 taken to meet degree requirements) must be completed at Windward.
4. up to 12 credits in Applied Sciences and Arts and related fields courses (vocational-tech related) may be applied to meet the 60 credit requirement.
5. up to 12 credits in independent study/cooperative education courses may be applied to meet the 60 credit requirement.
6. up to 12 credits in non-college transfer level courses may be applied to meet the 60 credit requirement.
7. A minimum grade point average of 2.0.

Advising forms identifying the specific courses which can be applied to meet requirements are available.

These requirements have been in effect since 1974. Students who first enrolled in prior years may opt to meet the requirements of the degree program in effect at that time or the existing requirements, but must declare their intentions to do one or the other before filing for graduation.

The requirements listed are those applicable to the Associate in Arts Degree program in liberal arts at this College. Each public community college maintains some difference in requirements and the student intending to transfer to another community college or to the University of Hawaii, Manoa or Hilo should develop a program of study which meets the requirements of the institution transferred to as well as those of Windward.

Marine Options Program

A "Marine Options Program" has been established at the College. The purpose of the program is to promote greater community awareness of the role and impact of the marine environment. Students may earn a Certificate of Completion if they successfully complete 2 courses in the marine sciences or related fields. (Ocean 201 is required), and demonstrate possession of a "marine science related skill" or applied knowledge of the marine sciences.

Interested students should contact the campus coordinator of the program for details.

Project AHEAD:

The College is a participant in Project AHEAD.

Certificate Programs

The College presently offers two certificate programs preparing students for entry level employment as a clerk typist or clerk steno. Other certificate programs, including secretarial and clerical-accounting programs are planned.

Certificate of Achievement Business-Clerical (Stenography)

Knowledge/Skill Requirements	Required Course	Credits
Ability to: type @50+ WPM; type letters, brief reports.	Typw 020B, 021, 022	9 (3 each course)
Ability to: take dictation/ transcription @80 WPM	Sthtd 021/022/040	9 (3 each course)
Ability to use: adding machines, calculator	Bus 022	3
Knowledge of: filing systems; ability to handle telephone; receptionist duties; handle mail; use xerox, mimeo, duplicating machines. type @35+ WPM	Bus 050	3
Ability to: write memos, letters; correct grammatical errors.	Eng 100 or 045	3
Knowledge of: interpersonal relationships	Comm 145	3

A minimum grade point average of 2.0 is required for the Certificate of Achievement.

Other recommended courses: Acc 020B and Cooperative Education. Additionally, introductory courses in Psychology and Sociology and basic math courses are recommended.

Certificate of Completion Business-Clerical (Typing)

Knowledge/Skill Requirements	Required Courses	Credits
Ability to: type @50+ WPM; type letters, brief reports.	Typw 020B, 021, 022	9 (3 each course)
Ability to use: adding machines, calculator	Bus 022	3
Knowledge of: filing systems; ability to handle telephone; receptionist duties; handle mail; use xerox, mimeo, duplicating machines.	Bus 050	3
Ability to: write memos, letters; correct grammatical errors.	Eng 100 or 045	3
Knowledge of: interpersonal relationships	Comm 145	3

A minimum grade point average of 2.0 is required for the Certificate.

Other recommended courses: Acc 020B and Cooperative Education. Additionally, introductory courses in Psychology and Sociology and basic math courses are recommended.

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

Details can be obtained from business instructors.

Majors

Currently, the College offers three program majors: the liberal arts program, the business-clerical (stenography) program and the business-clerical (typing) program.

Students intending to go on to a four year degree granting institution and those working toward the requirements of an Associate in Arts Degree program here are considered liberal arts majors. The designation of more specific program area majors, e.g., Psychology major, Mathematics major, does not take place until the student transfers to a four year college and is in his/her junior year.

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

Independent Studies/Cooperative Education/Community Service

Students may arrange to work on individually designed independent study projects under the supervision of an instructor. These projects may take the form of directed reading and/or research, field work experience (community service), or a career related experience (cooperative education).

The independent studies project is intended to serve the student who, after completing the requirements for an introductory course, may wish to continue an in-depth study of a particular topic or issue previously covered, or, who may wish to reinforce understanding of concepts or relationships covered by involvement in a project when these can be applied. Credits awarded vary and the projects may be pursued on a college transfer or non-college transfer level.

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

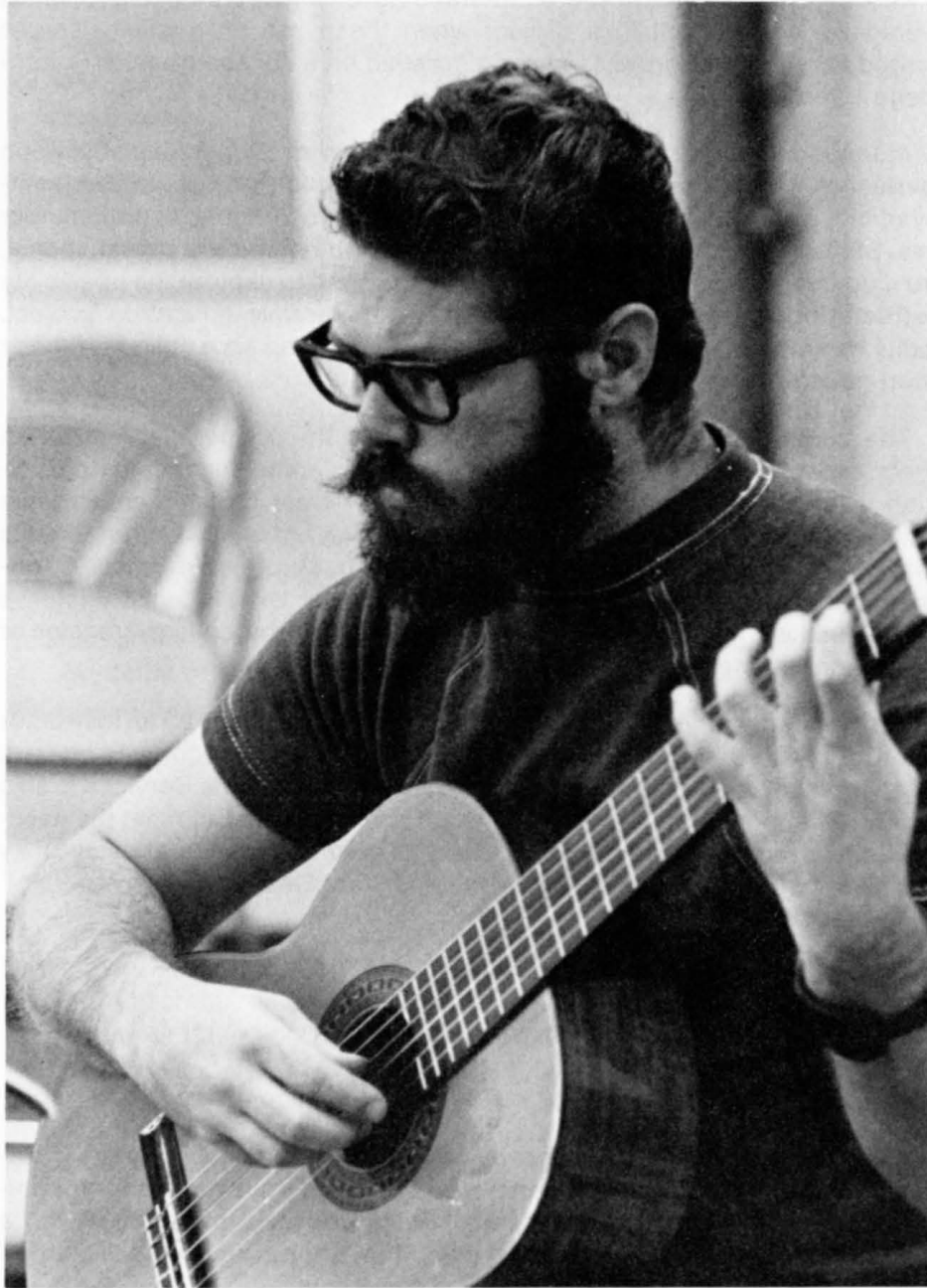
The community service project is similar to the cooperative education project except that the emphasis is on rendering some services by participating in an organization on a voluntary basis. These projects are variable credit individualized learning experiences, with the number of credits awarded the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

Independent studies projects must be directly supervised by an instructor at the College and must have some relevance to program of courses offered. The approval of the Assistant Dean or Dean for Educational Services is also required. The total number of credits which can be applied to meet the Associate Degree requirements is limited to twelve credits. Procedural details may be obtained through an instructor or the Assistant Dean and Dean's office.

Testing

A testing program is provided by the College to assist students in assessing their strengths and deficiencies in the basic skills necessary for college learning. A realistic assessment of skills provides the student with a good basis for planning a program of study that will maximize the likelihood of his/her succeeding at the College.

Currently a reading test, a study skills survey, and an algebra placement test are available regularly through the learning skills lab and students are encouraged to take all three tests. Because skill in reading is so fundamental, however, all students are required to complete the reading test before they may register for classes. The results of the reading test may be used by the student and his/her advisor in planning a reasonable schedule of classes, including courses to develop the student's reading ability when this appears advisable.



College Credit Equivalency

Opportunities for obtaining college credit for learning competencies gained as a result of non-college classroom experience is available. (credit by examination/CLEP)

Credit by Examination

Any student who presents evidence of having achieved the objectives of any course offered by the College through prior experience may apply for credit by examination.

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

Details of the procedure may be obtained through the Registrar's office.

The College is presently evaluating award of credit for successful completion of College Level Examination Program (CLEP) examinations.

Terms

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

Eight week classes are intended for a student who learns best by concentrating on a few courses at a time over a relatively short period.

A fulltime load consists of from two to three courses during an 8 week term.

Sixteen week classes are intended for the student who prefers to take several courses simultaneously, but over a longer period. A full-time load consists of from four to five courses taken during the 16 week period.

Students may develop a program of courses consisting solely of 8 or 16 week classes or may include classes of varying lengths depending on the courses taken and individual predispositions. Students receiving VA benefits are advised to maintain a program of courses of similar length to maximize their benefits.

Concurrent Registration

Under certain conditions, students at the College may register concurrently for courses at other community colleges or at the University of Hawaii, Manoa.

Courses taken under this arrangement must not be offered by the College, and, generally, concurrent registrants are permitted to register only after regular students. Application must be made to the other institution,

and the approval of the Windward Counselors or Registrar secured. A minimum of 9 credits is usually required to be taken at Windward before concurrency permission is granted.

Windward students registered concurrently at another institution must make arrangements to have their transcript of completed course work transferred to the College so they may be given credit for these courses.

The policy and procedures apply to students at other institutions wishing to register concurrently at Windward.

Details regarding the procedure may be obtained through the Registrar's office.

Transfer of Credits from Other Institutions

From Other Campuses of the University of Hawaii to Windward

Credits earned for any course taken at any of the public community colleges in Hawaii, or at the University of Hawaii, Manoa and Hilo are transferrable to this College and may be applied to meet requirements of degree and certificate programs at this College, subject to the specific requirements in each program. Some, however, may come under "elective" classification if Windward has no equivalent.

From Other Institutions to Windward

Course credits earned at any other institution either in Hawaii or another state or country *may* be transferrable and applied to meet program requirements at Windward.

Students transferring to this College should *request* evaluation of previous work by the Registrar. Transfer level credits so 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, without prior review by that institution.

Transfer of Credits From Windward

A student intending to transfer at some point in time to any other institution should familiarize himself/herself with the requirements of the college he/she wishes to transfer to. The program of study developed while at Windward should reflect the requirements of the college to be transferred to (as well as Windward, if a degree or certificate is desired from this college).

While credits earned through completion of college transfer level courses at Windward are generally transferrable to any other institution, the prerogative to grant credits or not remains with that institution and not Windward.

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

To the University of Hawaii, Manoa:

Any student who has not successfully completed at least 24 credits in transfer level courses at this College is subject to the same requirements as entering freshmen applying to Manoa. Transfer is not automatic, and the student must apply to the University and submit a transcript of satisfactory high school work and achieve the minimum score on the Scholastic Aptitude Test (SAT).

Any Windward student who had been originally admitted to the University but chose instead to come to this College may transfer to the University at any time, regardless of the number of credits earned at Windward. Such a student must meet the grade point average required of Manoa students for continued registration.

Any Windward student, whether or not he/she was able to meet Manoa's admission requirements as an entering freshman, is eligible to transfer to the University after spending a full academic year at this College and earning a minimum of 24 credits in college transfer level courses, with a grade point average of at least 2.0. While these are minimum requirements, studies of transferring students have indicated that the community college student completing two years before transferring show a significantly higher level of academic achievement at the University. Accordingly, students at Windward are encouraged to stay at this institution and transfer after completing an Associate in Arts Degree program.

The University does not establish a limit as to the number of credits which can be transferred. However, students intending to transfer with more than 60 credits are advised to check with a College academic advisor regarding major and general undergraduate requirements of the University. The credits may/may not be applied toward the baccalaureate degree.

Beginning Fall 1976, grade point averages earned while completing college transfer level courses at Windward are *not* transferable to the University of Hawaii, Manoa. Only the credits earned for the courses accepted by the receiving college/department are transferred. Students intending to transfer to a four year institution such as the University are advised that some of these institutions do not accept a grade of CR (Credit) for academic major courses; also, that a long record of W's (withdrawals) and N's (No credit) *may* act against the student applying for admission to a graduate department.

To Other Institutions:

Generally, credits earned at Windward are transferable to any other community college in the University of Hawaii system and any other similar colleges. However, students are advised to check with the college they wish to transfer to regarding special requirements and procedures.

Grading

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

Letter Grade	Definition	Grade Points Awarded
D	Minimal passing achievement (minimally acceptable course objectives achieved)	1 (credits granted for advanced standing)
C	Average achievement (more course objectives achieved/ higher level of achievement of objectives)	2 (credits granted for advanced standing)
B	Above average achievement (more course objectives achieved/ higher level of achievement of objectives)	3 (credits granted for advanced standing)
A	Excellent achievement (all course objectives achieved at highest competency levels)	4 (credits granted for advanced standing)
*CR	Credit	none (credits granted for advanced standing)
N	No grade assigned	none (no credits granted for advanced standing)
I	Incomplete (course objectives not yet achieved, student expects to complete objectives)	none (no credits granted for advanced standing)
W	Withdrawal from the course, achieving at D level or higher (formal withdrawal)	none (no credits granted for advanced standing)

Instructors vary in offering these grading options and not all instructors offer all of these options. For details on options available for a specific course, review the outline of objectives for that course.

(Policy presently under review and maybe subject to change)

*Credit/N Grade

Students are advised that care should be exercised when opting to use the credit grade. UHM is presently reviewing the credit option.

Scholastic Standard

A 2.0 grade point average is required for award of the Associate in Arts Degree and the Certificates of Achievement.

Grade Reports

Grade reports will be mailed to students at the end of each semester. Students shall assume the responsibility of reporting any errors on their grade report to the Registrar as soon as possible.

Grade Point Average

A student's grade point average is computed by dividing the students total grade points earned by the total credits attempted, excluding credits for which grades of "N", "I" and "W" were awarded.

Probationary Student Policy

Any student failing to complete more than one-half of classes taken in a semester (providing more than 2 courses are taken) at an achievement level of D or CR, may be placed on academic probation during the following semester.

If a student does not complete 75% or more of the classes taken in the semester in which he/she has been placed on probation, he/she will be viewed as not making satisfactory progress toward educational goals and will not be permitted to enroll for classes in the succeeding semester. The fact of this probationary status will be noted in the student's transcript record.

After an interval of 1 semester, the student may petition for readmission to the college.

If after 1 semester the readmitted student completes all of the classes in which enrolled (provided more than 2 classes are taken) with a GPA of 2.0 or better reference to the probationary status will be expunged from the student's transcript record.

Repeating Courses

Students are permitted to repeat a course in which W/N grades have been recorded. No additional credit will be given for the course and the earned grade will be recorded upon completion of the course and included in the G.P.A. Courses may be repeated only once.
(The policy is presently under review and may be subject to change)

Course Abbreviations/Numbers

All courses offered at the College are given an alpha abbreviation designating the broad subject area of the course and a course number designating, in general, the level of the course.



Courses numbered 100 and above are college transfer level courses. Generally, the credits earned for achievement of the objectives of these courses are transferrable to baccalaureate granting institutions.

Courses numbered below 100 are non-college transfer level courses, and credits earned for these courses are not normally transferrable to a baccalaureate granting institution (though sometimes accepted to meet special four-year program requirements). Credits earned for these courses (up to a maximum of 12) can be applied to meet the Associate in Arts Degree requirements at this College.

Independent study courses are given 199 or 049 number designation depending on the level of the projects undertaken. Cooperative education courses are given a 093/193 or 293 number designation depending on the level of the projects undertaken.

Student Classification/Courseload

Students are considered classified students if they are working to meet the requirements of a degree or certificate program at the College, expecting to complete these requirements either within a one or two year period, or some future time.

Students who are not working to meet the requirements of any program and are taking courses at the College only for enrichment purposes are considered unclassified students.

Courseload

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

Definitions vary, however, for students receiving VA benefits and other social services assistance. Check with a College academic advisor for details.

Class Sizes

Most classes at the College range in size from 20 to 30 students. A few classes, particularly lecture/lab type classes are scheduled to accommodate forty or more students.

Attendance

Regular class attendance is expected of all students and instructors should be notified of any absences.

Students missing the first two classes in any term without informing the instructor of their intention to continue in the class will be assumed to have withdrawn from the class and will be automatically dropped.

Student Responsibility

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

Change of Address

Students are responsible for keeping Windward Community College Registrar's office informed of their correct mailing address.

Graduation Information

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

For specific graduation requirements see program of study listed in the catalogue.

Candidates for graduation must file an application with the Registrar's Office as follows:

Fall Semester file by November 1, 1976

Spring Semester file by March 1, 1977

Applications received after the deadline will be processed in the following semester.

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

Related Services

Student Activities

Students at the College have organized themselves into a coordinating council, the Windward College Konohiki Council (WCKC), to develop a program of activities for the students of the College and members of the community. The Council administers the use of student activity fees and last year included the sponsorship of the College newspaper, O Ka Ohana, a spring hoolaulea, film showings, student discount services, a dance and other social activities. Furnishings for the lounge and outdoor picnic tables were also purchased for student use by the Council. Elections for Council seats are held in the Fall and interested students are invited to participate in these activities.

An intramural and intercollegiate sports program is being developed and a few clubs have been established. Among these are the Hawaiian Club and the International Students Club.

Student Participation in College Governance

Students at the College are encouraged to participate in institutional policy making and in implementing the program of activities offered.

A number of College committees provide a vehicle for student participation in policy making. Among these: the ad hoc personnel committee which assists in the selection of College faculty and staff; the curriculum committee which reviews courses offered by the College; the program planning committee which is charged with responsibilities for assisting in the development of program and staffing plans.

Students are also actively involved in implementing many of the activities of the College, serving as instructors for non-credit courses, peer counselors and academic advisors, classroom and lab assistants, and assisting in the development of a public services program.

Students interested in getting involved in these activities should contact a member of the Windward College Konohiki Council (WCKC) or the Dean for Educational Services.

Academic Advising/Orientation

A staff of academic advisors, comprised of faculty/staff personnel and students at the College (who have been specially trained for these responsibilities) are available to help the student develop a program of study reflecting his/her educational objectives.

Orientation and small group advising sessions are held during the period preceding registration for each term. One-to-one meetings can be arranged on an appointment basis.

Special orientation programs are planned for women returning to college, veterans and students transferring to the University of Hawaii, Manoa.

For information concerning orientation, and advising, call 235-0077, Ext. 129.



Personal Counseling

Help on personal matters is available through the College counseling staff. A list of referral agencies providing more specialized personal counseling and related social services is available should these services be required.

Hawaii State Merit Scholarships

These scholarships cover the cost of tuition. An applicant does not need to prove financial need. To be eligible, students must have been residents of the State of Hawaii for five consecutive years prior to the application. Deserving students will be selected by the scholarship committee. Applications must be submitted during the Fall semester.

Other Scholarships

Other privately-sponsored scholarships are also offered. Contact the Financial Aids Office for further information.

Financial Assistance

Students at the College are eligible to participate in a number of financial assistance programs. These include state-funded programs such as the Hawaii State Scholarship Program, the State Higher Education Loan Program and federally funded programs such as the Basic Educational Opportunity Grant Program, the Supplemental Educational Opportunity Grant Program, the National Direct Student Loan Program and the College Work-Study Program.

Students may also apply for loans under the Federally Insured Student Loan Program at participating banks, credit unions and savings and loan associations.

Students who wish to apply for financial aid must submit (1) the *Basic Grant* application form and (2) the *College Scholarship Service (CSS)* application form. These forms may be obtained from high school counselors, or any Financial Aids Office in the University of Hawaii system. The **Deadline Date** for submission is **June 1st**. Applications received after this date will be considered as long as funds are available.

Also available is an emergency short-term loan program to enable students to obtain small loans for short periods of time with no interest charged.

Information and applications are available from the Financial Aids Office, Eckerdt 121C.

Law Enforcement Education Program (LEEP)

Grants for payment of tuition, fees and cost of books are available to full-time employees of State and City and County law enforcement or criminal justice agencies. Interested students should contact LEEP program coordinator located in Student Services, Eckerdt 121.

Veterans Administration Benefits

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

Each semester the college provides certification or confirmation of enrollment and the number of credits for which the student has registered, *at the specific request* of the student. In requesting certification from the College, the student agrees to give official notification if he drops out of school.

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

Special Student Services

Note transcribing and reader services for visually disabled students are available through extension of the Kokua program maintained by the University of Hawaii, Manoa.

Services for other disabled students and individuals with special needs may be arranged through the Special Student Services Counselor.

All classrooms and offices are provided with ramp access for students on wheelchairs.

Library Learning Resources Center

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

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

Manuals on the use of LLRC and services offered are available at the circulation desk. The LLRC staff welcomes both questions and suggestions about any of these services.

Instructional Resource Center (IRC)

An instructional resource center is maintained by the College for use by the instructional staff, primarily, in developing audio visual materials for use in class.

The IRC provides service to students by duplicating language, music, and recorded lectures on audio cassettes; assisting with audio and/or video recording and making IRC facilities available to help with the A-V requirements of student projects.

The center is located in Judd building.

Bookstore

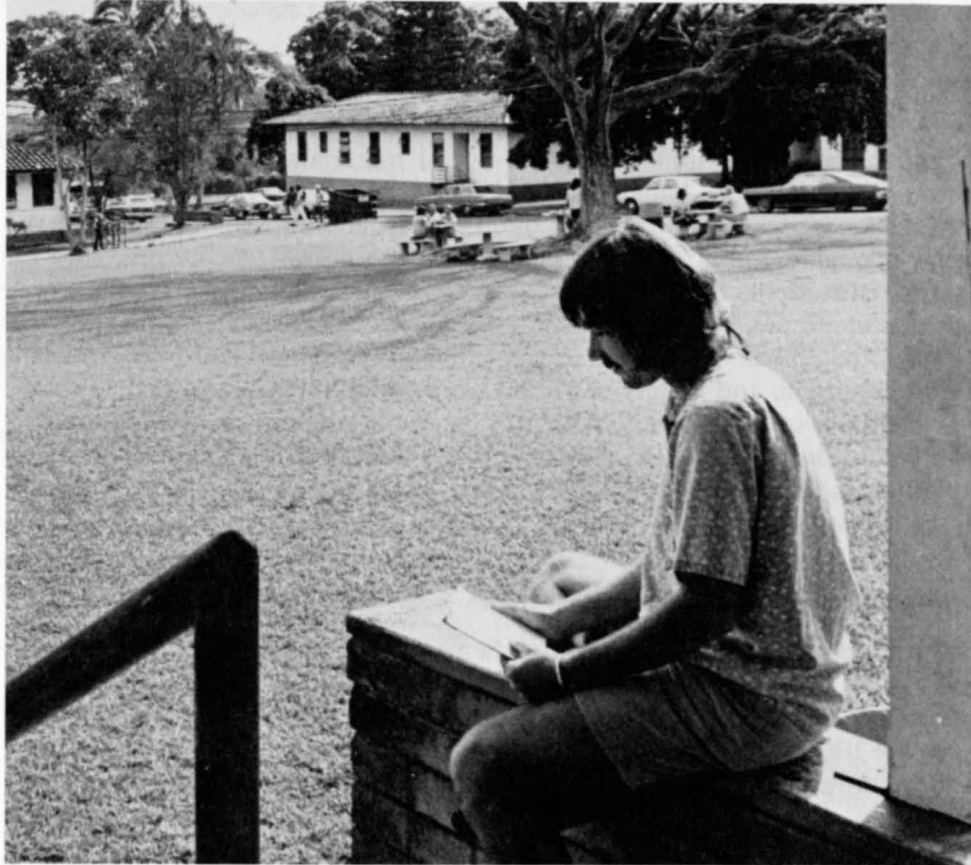
A College bookstore is operated for the convenience of students and staff of the College and members of the community. Textbooks and related reference materials, as well as some supplies are available for purchase.

The bookstore is located in Eckerdt Building. Hours vary and are posted.

Learning Skills Lab

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

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



Lounge Facilities

A lounge is maintained in Haloa Building for the use of students and staff. Card tables, ping pong and billiard tables are available for use.

Hours vary and are posted.

Food Services

The College does not operate a food services facility. Limited vending machine and "lunch-wagon services" are available.

Housing

The College maintains no dormitories and at this time provides no assistance in helping students locate housing.

A "For Rent" information bulletin board is maintained and students may check housing listings or inquire at any of a number of real estate agencies in the communities served.

Lost and Found

Articles which are lost and found are located in the telephone operator's office in Eckerdt.

Financial Obligations

Students who have not met their financial obligations to the College (by non-payment of tuition and fees, fines, or loans, service charges for dishonored checks) may be denied further registration, graduation, transcripts of courses. Copies of the rules and regulations governing delinquent financial obligations are available for review at the Library, Registrar's Office, Dean for Educational Service's Office, Director of Administrative Service's Office, the Financial Aids Office and the Provost's Office.

Health Services

The College provides no health services. Students are eligible, however, to participate in a group health and accident insurance program. Information may be secured through a College advisor.

Health Certificate Requirement

Part of the admissions requirement is a *mandatory* TB test as required by the State Department of Health. A tuberculin skin test or an X-ray may be utilized, but no application for admission can be considered complete, or be processed, until Admissions has received a written statement from the officiating physician or the Health Department or clinic where the test has been effected.

Parking

A new parking regulation is expected to be in effect starting the Fall Semester, 1976. Parking regulations and permits will be administered in the Business Office.

Pets on Campus

Students are advised that city ordinances require that pets be leashed when in public areas and that owners be responsible for cleaning up after their pets.

Pets are not permitted in the classroom (except with the special permission of the instructor).

An honor system regarding pets on campus is maintained and student pet owners are asked to observe these regulations and courtesies and not necessitate institution of more stringent regulations. Pet owners who violate City ordinance could be subject to prosecution.

Smoking

In furtherance of a wholesome environment, clean air, clean classrooms smokers are expected to refrain from smoking in any of the classrooms and laboratories.

Courses

Course Offerings

A brief description of courses offered at the College follow. More detailed information about each course including objectives, requirements and assignments, methods of grading and mode of instruction employed is contained in the outline of objectives for each course. These are available through the instructors.

The advising information provided, with respect to AA degree and Certificate program requirements met, is general information. The UH, Manoa program requirements referred to are the general undergraduate program requirements. In addition to these requirements, each college and department imposes other special course requirements, depending on the academic field in which the student majors. Final determination of acceptance of the courses meeting program requirements at UHM rests with the receiving college/department. For more specific information about these requirements, consult the UH, Manoa catalogue or secure the assistance of an Academic Advisor.

Abbreviations used: AA—Associate in Arts Degree Program; UH, M—University of Hawaii, Manoa; UH, M Arts and Sciences—University of Hawaii, Manoa College of Arts and Sciences; UH, M Business Administration—University of Hawaii, Manoa, College of Business Administration.

Numbers in parentheses indicate the number of credits awarded.

The listing of courses is subject to change and new courses are expected to be added during the coming academic year. Some of the courses listed are offered on an alternate year basis; others on an alternate semester or term basis.

Be advised that ALL courses listed in the catalogue indicate ONLY the possible requirements the course *may* meet at UH Manoa. Each course is subject to acceptance by the receiving institution/department.

Acc 020B Accounting I (3)

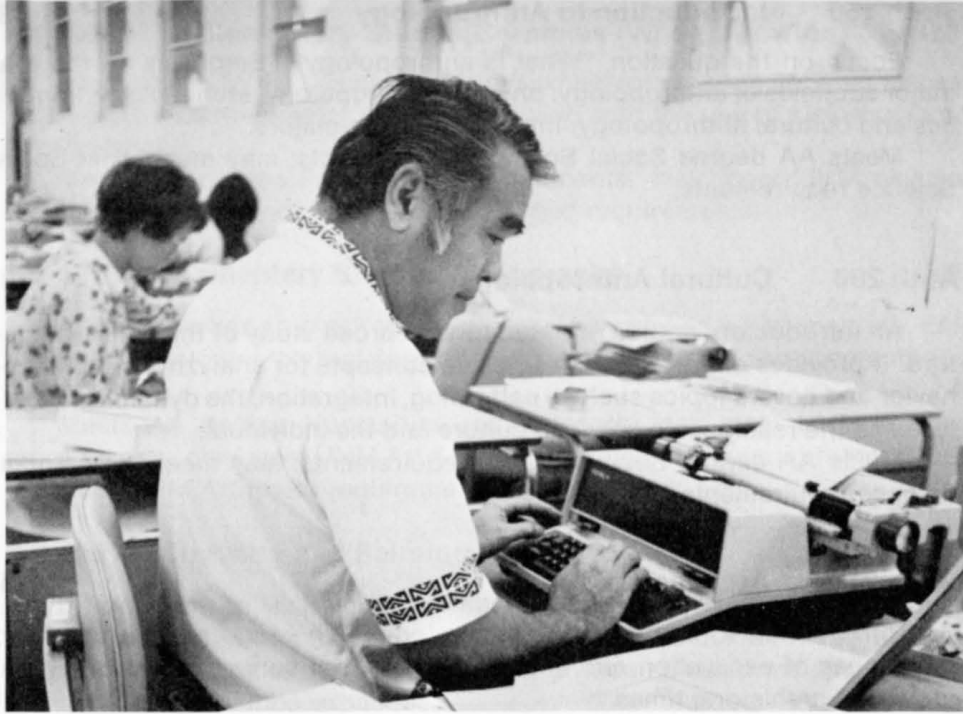
An introduction to the basic structure of accounting: debiting and crediting, types of accounts and business transactions. This course is designed for individuals in a clerical related program or occupational field; it is not intended for an accounting major.

Recommended for Business-Clerical majors; may be applied to meet AA degree requirements as an Applied Science course.

Acc 201 Elementary Accounting I (3)

Introduction to accounting theory and methods used to record and report financial information. Topics include analysis of methods for valuing the assets and liabilities of an organization.

May be applied to meet AA degree requirements as an Applied Science course; may meet UHM elective requirements; may meet UHM Business Administration requirements.



Acc 202 Elementary Accounting II (3)

Analysis of methods of valuing ownership of an organization; introduction to methods for evaluating financial performance: cost accounting, budgeting, break-even analysis, ratio analysis, sources and uses of funds.

Prerequisite: Acc 201

May be applied to meet AA degree requirements as an Applied Science course; may meet UHM elective requirements; may meet UHM Business Administration requirements.

AmSt 201 Introduction to American Civilization I (3)

Presentation of the central themes of American life and experience studied from the perspectives of history, literature and social science. Themes covered include Puritan influences, slavery, frontier heritage, popular culture and women in America.

Meets AA degree Humanities requirements; may meet UHM Humanities requirements.

AmSt 202 Introduction to American Civilization II (3)

Presentation of the central themes of American life and experience studied from the perspectives of history, literature and social science. Themes covered include American individualism, the search of community and alienation in modern America.

Meets AA degree Humanities requirements, may meet UHM Humanities requirements.

Anth 150 Introduction to Anthropology (3)

Focus on the question, "What is anthropology?" Emphasis on the four major subfields of anthropology: physical anthropology, archaeology, linguistics and cultural anthropology. Intended for non-majors.

Meets AA degree Social Science requirements; may meet UHM Social Science requirements.

Anth 200 Cultural Anthropology (3)

An introductory course oriented toward broad study of the nature of culture. It provides an introduction to basic concepts for analyzing cultural behavior and covers topics such as patterning, integration, the dynamics of culture and the relationship between culture and the individual.

Meets AA degree Social Science requirements; may meet UHM Social Science requirements.

Anth 210 Archaeology (3)

Introduction to prehistoric archaeology, with focus on methods and techniques of excavation and analysis, and a brief survey of man's cultural growth in prehistoric times.

As an option students may participate in an actual site excavation on Oahu.

Meets AA degree Social Science requirements; may meet UHM elective requirements.

Anth 215 Physical Anthropology (3)

A general introduction to the field of physical anthropology. Topics covered include: primatology, fossil man, heredity, modern man, human growth and constitution. Prior course in biology recommended.

Meets AA degree Social Science requirements; may meet UHM elective requirements.

Art 101 Introduction to the Visual Arts (3)

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

Meets AA degree Humanities requirements; may meet UHM Humanities requirements.

Art 105 Elementary Studio: Ceramics (Handbuilding) (3)

An introduction to clay as an art medium. Emphasis on basic handbuilding techniques and on glazing and firing of ceramic pieces.

Meets AA Humanities requirements; may meet UHM elective requirements; may meet UHM Arts & Sciences Humanities requirements. Does not meet UHM Art major requirements.

Art 105-B Elementary Studio: Ceramics (Wheelthrowing) (3)

Introduction to the use of the potter's wheel for creating ceramic pieces. Emphasis on techniques of cylinder throwing with the use of kickwheel and electric wheel.

Meets AA degree Humanities requirements; may meet UHM elective requirements. Does not meet UHM Art major requirements.

Art 107 Elementary Studio: Photography (3)

An introduction to black and white photography as an art medium. Emphasis on developing correct darkroom techniques. Specific assignments and field trips.

Meets AA degree Humanities requirements; may meet UHM elective requirements; may meet UHM Art & Sciences Humanities requirements. Does not meet UHM Art major requirements.

Art 108 Drawing and Painting (3)

Introduction to techniques of drawing and painting with pencil, conte, oil and acrylics. Composition will utilize natural and man-made objects. Emphasis on the artistic creativity of the individual. Basic principles and elements of design will be explained.

Meets AA degree Humanities requirements; may meet UHM elective requirements; may meet UHM Arts & Sciences Humanities requirement. Does not meet UHM Art major requirements.



Biol 100 Human Biology (3)

Introduction to the structure and functions of cells, organs and systems of the human body. Covers topics related to physical fitness, nutrition, health and disease. Taught in an audio-tutorial mode and lecture/discussion mode.

Meets AA degree Natural Science requirements for non-lab science course; may meet UHM Natural Science requirements for a non-lab science course.

Biol 160 Introduction to Marine Environments (3)
(Formerly IS 160)

Introduction to the study of the structure and function of the marine environment. Particular attention to the Hawaiian reef environment, its flora and fauna and the relationships between the components of the ecosystem. Lecture/Field trips/Research project.

Meets AA degree Science requirements; may meet UHM elective requirements, meets requirement for WCC Marine Options Program.

Bot 101 General Botany (4)

Introduction to growth, functions and evolution of plants and their relationship to the environment, particularly to man and his activities. Lecture/lab/field trip course designed for the non-major.

Meets AA degree Science requirements; may meet UHM Natural Science requirements.

Bot 105 Ethnobotany (3)

Plants and their influence upon the cultures of Hawaii and the Pacific area; uses of cultivated and wild plants. Lecture/Field trip course.

Meets AA degree Social Science requirements; may meet UHM Social Sciences requirements.

Bot 130 Plants in the Hawaiian Environment (4)

Introduction to plant communities and species of the Hawaiian environment emphasizing their systematics and ecological interactions with man and the environment. Lecture/Laboratory/Field trip course; observations and identification of native and introduced flora.

Meets AA degree Science requirements; may meet UHM Natural Sciences requirements.

Bot 181 Plant Life of the Sea (4)

Morphology, taxonomy, ecology and utilization of planktonic, microphytic and macrophytic algae. Particular attention to identification of Hawaiian algae, their uses and ecology. Lecture/Lab field trips.

Meets AA degree Science requirements; may meet UHM elective requirements; meets requirement for WCC Marine Options Program.

Bus 001-B Career Exploration: Clerical Occupations (1)

Provides students with an opportunity to gain better understanding of the requirements, benefits and limitations of a career choice in the field or reinforcing a choice already made. Emphasis placed on the use of guest speakers and visitations of work sites.

May be applied to meet AA degree requirements as an Applied Science course.

Bus 022 Office Machines (3)

Designed to help a student acquire a high level of proficiency in the use of a ten-key adding/listing machine and calculators, (includes rotary, electronic display and printing calculators.).

Prerequisite: Math 001 or Equivalent.

Required for Business-Clerical certificate programs; may be applied to meet AA degree requirements as an Applied Science Course.

Bus 050 Office Procedures (3)

Provides students with a knowledge of general office duties required by most clerical positions. Topics covered include forms and letters, filing systems, postal and shipping services, financial transactions (petty cash funds, bank statement reconciliation, check-writing), banking and credit services, payroll computations, (Additional topics include job application procedures, telephone techniques and interpersonal relations.)

Prerequisite: Typing 020 or speed of at least 35 WPM.

Required for Business-Clerical Certificate. May be applied to meet AA degree requirements at WCC as Applied Science course.

Bus 093 Cooperative Education—Business (formerly Bus 058) (V)

A work-study course providing opportunities to reinforce skills learned in business classes by applying them in an actual job situation. Related instruction seminars are provided, as appropriate. Check with business-clerical instructors regarding placement possibilities.

Prerequisite: Typing 020-B and Office Procedures (Bus 050) or equivalent.

Recommended for Business-Clerical majors on certificate programs. May be applied to meet AA degree requirements at WCC as an Applied Science course.

Comm 145 Interpersonal Communications (3)

Introduction to selected aspects of communications processes and theory. Emphasis on practical application of theory in helping an individual improve skills and enhance effectiveness as a communicator in one-to-one or group situations.

Meets AA degree Communications requirements; may meet UHM Elective requirements; required for Business-Clerical majors.

Comm 284 Introduction to Intercultural Communication (3)

Study of cultural differences, including non-verbal aspects of communication which impede intercultural communication. Students role-play intercultural situations to increase their awareness of their own and other cultures.

Prerequisite: Comm 145

Meets AA degree Communications requirements; may meet UHM Elective requirements.

Drama 160 Introduction to Drama and Theatre (3)

Study of the changing of forms in the theatre and in dramatic literature via representative plays. Attendance of a minimum of two plays is required, and field trips are scheduled.

Meets AA degree Humanities requirements; may meet UHM Humanities requirements.

Drama 180 Introduction to Dance (3)

A study of the basic theories of human movement and the phenomenon of dance as an art form, particularly in Western culture. Representative dance styles and outstanding personages are covered. This is not a performance course, but students are expected to participate in in-class group movement sessions. Attendance of at least one dance concert is required.

Meets AA degree Humanities requirements; may meet UHM Humanities requirements.

Drama 221 Beginning Acting I (3)

A performance course helping the student master selected techniques in voice, movement and relaxation. Students are required to participate in selected presentations and demonstrations in class.

Meets AA degree Humanities requirements; may meet UHM Arts and Sciences Humanities requirement.

Drama 222 Beginning Acting II (3)

Continuation of Drama 221.

Prerequisite: Drama 221

Meets AA degree Humanities requirements; may meet UHM Elective requirements; may meet UHM Arts & Sciences Humanities requirements.

Drama 260 Dramatic Production (3)

An introduction to the process of converting a play into a performance. Students are required to participate in at least one aspect of an actual production.

Meets AA degree requirements; may meet UHM Humanities requirements.

Drama 264 Introduction to Asian Drama and Theatre (3)

An introduction to the major theatre forms of Asia. Particular emphasis placed on the dramatic literature and performance techniques of the theatres of India, South East Asia, China, and Japan. Attendance at one Asian theatrical performance is required.

Meets AA degree Humanities requirements; may meet UHM Elective requirements.

Econ 101 Consumer Economics (3)

An introductory course aimed at helping an individual come to an understanding of money management techniques as related to household purchases, personal savings, how to apply for credit and maintain a good credit rating, consumer protection laws/regulations and how this knowledge can be applied to making rational consumer decisions. Field trips may be scheduled.

Meets AA degree Social Science requirements; may meet UHM Elective requirements.

Econ 120 Introduction to Economics (3)

One-semester course for nonmajors. Provides general understanding of functioning of economic systems, including various approaches to organization of production and allocation of resources, and of policies designed to achieve national economic goals. Credit not given for both this course and 150.

Meets AA degree Social Science requirements; may meet UHM Social Science requirements.

Econ 150 Principles of Economics (3)

Analysis of the functioning of economic systems with emphasis on forces determining levels and changes of national income, employment and price levels. Describes basic economic institutions, e.g., markets, money, banks, labor organizations and corporations. Credit not given for both this course and 120.

Meets AA degree Social Science requirements; may meet UHM Social Science requirements.

Econ 151 Principles of Economics (3)

Analysis of how commodity and factor prices are determined. Discusses policies for efficient allocation of scarce resources. Required of all economics majors.

Meets AA degree requirements; may meet UHM Social Science requirements.



Eng 045 Introduction to Expository Writing (formerly Eng 030) (3)

A “refresher course” focusing on grammatical form, organization, writing well formed sentences and paragraphs. Use of reference materials, dictionaries are stressed.

Meets AA degree Communications requirements.

Eng 100 Expository Writing (3)

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

Meets AA degree Communications requirements; may meet UHM expository writing requirement.

Eng 120 Exposition and Autobiography (3)

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

Meets AA degree Communications requirements; may meet UHM expository writing requirement.

Eng 253 World Literature I (3)

An introductory literature course including major Asian and European prose and poetry from the earliest recorded literature through the Renaissance. Emphasis is placed on discussion of and writing about characteristics and themes of the works.

Meets AA degree Humanities requirements; may meet UHM Humanities requirements.

Eng 254 World Literature II (3)

An introductory literature course including major Asian and European plays, prose and poetry from the Seventeenth Century to the present. Emphasis is placed on discussion of and writing about characteristics and themes of the works.

Meets AA degree Humanities requirements; may meet UHM Humanities requirements.

Eng 255 Types of Literature I (3)

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

Meets AA degree Humanities requirements; may meet UHM Humanities requirements.

Eng 256 Types of Literature II (3)

An introductory literature course featuring techniques of reading and analyzing poetry, drama and biography. Emphasis is placed on discussion of and writing about characteristics and themes of the works.

Meets AA degree Humanities requirements; may meet UHM Humanities requirements.

ES 104 Ethnic Awareness and Self-Identity (3)

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

Meets AA degree Social Science requirements; may meet UHM Elective requirements.

ES 200 Japanese in Hawaii (3)

Analysis and examination of Issei roots in Japan, role and conditions of life of Japanese in Hawaii during the 19th Century, WWII and the contemporary scene. Other topics covered include inter-ethnic relations, changing family relations, ethnic identity and values, culture and sex roles and dating.

Meets AA degree Social Science requirements; may meet UHM Elective requirements.

GeoSc 101 Introduction to Geoscience I (4)

Presents a broad perspective of the earth sciences with studies ranging from the center of the Earth to outer space. Topics include: astronomy, meteorology and physical oceanography.

Weekly lab sessions and occasional field trips.

Meets AA degree Science requirements; may meet UHM Natural Science requirements.

GeoSc 102 Introduction to Geoscience II (4)

Study of the planet Earth with emphasis on physical and historical geology, marine geology and geophysics.

Weekly lab sessions and occasional field trips.

Meets AA degree Science requirements; may meet UHM Natural Science requirements.

GeoSc 200 Geology of the Hawaiian Islands (3)

An introduction to the development of land forms in Hawaii. Discussion topics include volcanic activity, reef foundation, ground water sources and identification of rock types.

Field trips arranged.

Meets AA degree Science requirements; may meet UHM Elective requirements.

GeoSc 201 Big Island Field Trip (1)

A three-or-four day field trip on island of Hawaii. A survey of Hawaiian volcanic processes is illustrated by trips to Kilauea, Mauna Kea and Hualalai volcanoes. Students are responsible for air and ground transportation, meals and lodging. Date of field trip to be arranged.

Prerequisite: Completion of Geosc 200 (or concurrent registration), Geosc 102, Gen Sci 123 or permission of instructor.

Meets AA degree Science requirements; may meet UHM Elective requirements.

Hawn 101 Elementary Hawaiian I (3)

An elementary course in understanding, speaking, reading and writing Hawaiian.

Meets AA degree Communications requirements; may meet UHM Elective requirements; may meet UHM Arts & Sciences language/culture requirements.

Hawn 102 Elementary Hawaiian II (3)

Continuation of Hawn 101.

Prerequisite: Hawn 101.

Meets AA degree Communications requirements; may meet UHM Elective requirements; may meet UHM Arts & Sciences language/culture requirements.

Hawn 155/055 Hawaiiana: Arts & Culture (3)

A survey of the primary art forms developed in early Hawaii including music, dances, games, language/literature, in traditional and more contemporary forms.

Meets AA degree Humanities requirements; may meet UHM Elective requirements.

Hawn 201 Intermediate Hawaiian I (3)

Second level course in Hawaiian. Continued stress on development of speaking, reading, writing skills. Emphasis on reading from traditional texts.

Prerequisite: Hawn 102.

Meets AA degree Communications requirements; may meet UHM Elective requirements; may meet UHM Arts & Sciences language/culture requirements.

Hawn 202 Intermediate Hawaiian II (3)

Continuation of Hawn 201.

Prerequisite: Hawn 201

Meets AA degree Communications requirements; may meet UHM Elective requirements; may meet UHM Arts & Sciences language/culture requirements.

HPE 101 Physical Fitness (1)

Designed to improve physical fitness levels through an intensive program of physical activity. Tests of initial fitness level and progress will be administered throughout the course.

Prerequisite: Physical Examination required.

Meets AA degree Humanities requirements; may meet UHM Elective requirements.

HPE 103 Beginning Swimming (1)

First level course in swimming. Instruction in floating, breath control and general adjustment to the water; correct arm action and leg kick of basic strokes.

Prerequisite: Physical Examination required.

Meets AA degree Humanities requirements; may meet UHM Elective requirements.

HPE 104 Intermediate Swimming (1)

Second level course. Focus on perfecting basic strokes and diving with added emphasis on swimming for distance. Basic safety skills and survival techniques taught.

Prerequisite: Physical Examination required. Student must be able to swim 25 yards continuously.

Meets AA degree Humanities requirements; may meet UHM Elective requirements.

Hist 152 World Civilizations 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.

Meets AA degree Humanities requirements; may meet UHM World Civilization requirements.

Hist 157 Introduction to Hawaiian History (3)

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

Meets AA degree Humanities requirements; may meet UHM Elective requirements.

Hist 158 Introduction to Hawaiian History (3)

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

Meets AA degree Humanities requirements; may meet UHM Elective requirements.

Hist 241 Civilization 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.

Meets AA degree Humanities requirements; may meet UHM Humanities requirements.

Hist 242 Civilization of Asia II (3)

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

Meets AA degree Humanities requirements; may meet UHM Humanities requirements.

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.

Meets AA degree Humanities requirements; may meet UHM Humanities requirements.

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.

Meets AA degree Humanities requirements; may meet UHM Humanities requirements.

IS 021 College Survival Skills (formerly LSkill 021) (3)

This course will assist the student in having a positive college experience. Designed to deal with beliefs and habit patterns that limit the student's educational achievement. Topics of the course include memory, relaxation and concentration.

Meets AA degree Communications requirements.

IS 100 Self-Development (3)

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

Meets AA degree Social Science requirements; may meet UHM Elective requirements.

IS 101 Introduction to Social Sciences (3)

Designed to introduce the elements shared in common and selected features distinguishing the social sciences in terms of points of emphasis and study and analytic methodology employed.

Meets AA degree Social Science requirements; may meet UHM Elective requirements.

Jpnse 101 Elementary Japanese I (4)

An elementary course in Japanese covering rules of grammar, building a vocabulary sufficient to enable reading of selected materials and engaging in conversation at an elementary level. Provides for recognition and writing of ideographic characters.

Meets AA degree Communications requirements; may meet UHM Elective requirements, may meet UHM Arts & Sciences language/culture requirements.

Jpnse 102 Elementary Japanese II (4)

Continuation of Jpnse 101.

Prerequisite: Jpnse 101.

Meets AA degree Communications requirements; may meet UHM Elective requirements; may meet UHM Arts & Sciences language/culture requirements.

Jpnse 201 Intermediate Japanese I (4)

Continuation of Jpnse 101-102 with emphasis on increasing proficiency in use of major sentence patterns in reading, writing and conversation.

Prerequisite: Jpnse 102

Meets AA degree Communications requirements; may meet UHM Elective requirements; may meet UHM Arts & Sciences language/culture requirements.

Jpnse 202 Intermediate Japanese II (4)

Continuation of Jpnse 201.

Prerequisite: Jpnse 201.

Meets AA degree Communications requirements; may meet UHM Elective requirements; may meet UHM Arts & Sciences language/culture requirements.

Journ 199B Journalism Lab-B: News Editing (3)

An introductory course in basic techniques and principles of news editing, headline writing and publications make-up. Participation in the production of the student newspaper is a requirement.

Prerequisite: Journ 205 or consent of the instructor.

Meets AA degree Communications requirements; may meet UHM Elective requirements.

Journ 205 Newswriting (3)

An introductory course in newswriting, reporting and journalistic ethics.

Prerequisite: Eng 100 or equivalent and reasonable ability in typing.

Meets AA degree Communications requirements; may meet UHM Elective requirements.

Ling 102 Introduction to the Study of Language (3)

An introductory course designed to give the student an appreciation for the organization and universal tendencies of language which underlie the seeming diversity in human languages. Data from many different languages will be examined and various language patterns will be discovered. Topics include language origins, phonetics, phonology, morphology, semantics, historical linguistics and language diversity.

Meets AA degree Communications requirements; may meet UHM Humanities requirements.

Math 001 Basic Math (4)

Math 001 is designed to prepare the student for everyday living by building competence in, and understanding of, the fundamental numerical processes involving whole numbers, fractions, decimals, percentage, measurements, time, problem solving and simple algebraic expressions and equations.

May be applied to meet AA degree quantitative reasoning requirements.

Math 025 Elementary Algebra (4)

Math 025 introduces the basic structure of algebra. Topics studied are number systems, properties of the real numbers, first degree equations in one and two variables, polynomials, systems of linear equations and inequalities, exponents and radicals, quadratic functions and equations. Approximately equivalent to first year high school algebra.

Prerequisite: Competency at the Math 001 level.

May be applied to meet AA degree quantitative reasoning requirements.

Math 026 Intermediate Algebra (4)

Math 026 builds upon and extends concepts and skills studied in Math 025. New topics include: systems of equations and inequalities of higher order, complex numbers, exponential and logarithmic functions. Emphasis is placed on providing the student with a functional understanding of algebraic principles. Approximately equivalent to second year high school algebra.

Prerequisite: Competency at the Math 025 level.

May be applied to meet AA degree quantitative reasoning requirements.

Math 027 Unified Geometry (4)

Math 027 is a study of plane and solid Euclidean geometry in which coordinate systems are used. The process of problem-solving is largely algebraic. Content includes operations with lines and planes, notion of coordinate geometry, polygons, circles, spheres, cylinders, cones, areas and volumes.

Prerequisite: Competency at the Math 026 level.

May be applied to meet AA degree quantitative reasoning requirements.

Note: Math 001/025/026/027 may be offered as a "piggyback course" where the student may work toward achievement of objectives of different courses in a lab setting using self-instructional study materials.

Math 100 Survey of Mathematics (3)

An introduction to mathematical, quantitative, logical and systematic reasoning for the non-science/non-mathematical major. The question of: "What is mathematics?"; is explored focusing on the concept of a mathematical system or model; cultivating an appreciation of mathematics as an aesthetic art; and to developing abilities in problem-solving and analysis.

Prerequisite: Competency at the Math 025 level or one year high school algebra.

Meets AA degree Quantitative Reasoning requirement; may meet UHM Quantitative Reasoning requirement.

Math 197 College Algebra (4)

Synthesis of basic mathematical concepts, axioms and properties of algebra. Topics include: sets, number systems, theory of equations and inequalities, complex numbers, coordinate systems and graphs, relations and functions, inverse function, exponents and logarithms, sequences and progressions, mathematical induction, binomial theorem, linear systems, matrices and determinants.

Mus 129B Elementary Classical Guitar (formerly Mus 123B) **(1)**

Introductory course in guitar playing. Students will learn chords, strumming techniques and to read music. This course is designed for student with little or no experience in playing a guitar.

Meets AA degree Humanities requirements.

Mus 129C Elementary Slack Key Guitar (formerly Mus 123C) **(1)**

Introductory course in slack key guitar. Students will learn to play in the Taro Patch and Namakelua tunings.

This course is intended for students with little or no experience in this style of guitar playing. Ability to read music is not required.

Meets AA degree Humanities requirements.

Mus 129D Elementary Ukulele Class (formerly Mus 123D) **(1)**

An introductory course in ukulele playing focusing on students vamps, chords and the reading of music. Students will learn to pick selected tunes from musical notation and tablature.

The course is intended for the student who has little or no experience in ukulele playing.

Meets AA degree Humanities requirements.

Mus 130B Intermediate Guitar Class **(1)**

An intermediate course in guitar playing focusing on reading music in different key signatures as well as time signatures. Students will learn to play in one tuning other than the standard tuning.

Prerequisite: Mus 129B or consent of instructor.

Meets AA degree Humanities requirements.



Mus 130C Intermediate Slack Key Guitar (1)

Intermediate course in slack key guitar. Student will learn to modulate and play solos in C tunings and advanced solos in the tunings learned in the elementary class.

Prerequisite: Mus 129C or the consent of the instructor.

Meets AA degree Humanities requirements.

Mus 160 Introduction to Music Literature (3)

Elements, styles and forms of music, from the listener's point of view. A music appreciation course.

Meets AA degree Humanities requirements; may meet UHM Humanities requirements.

Mus 170 Music in World Cultures (3)

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

Meets AA degree Humanities requirements; may meet UHM Humanities requirements.

Mus 180 Fundamentals of Western Music (3)

Fundamental concepts in organization of music as expressive medium in Western culture. Roles of composer, performer and listener will be explored. Notation as mode of communication.

Meets AA degree Humanities requirements; may meet UHM Humanities requirements.

Ocean 201 Science of the Sea (3)

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

Field trips are scheduled.

Meets AA degree Science requirements; may meet UHM Natural Science requirements. Meets WCC Marine Options Program requirement.

Ocean 209 Oceanographic Techniques (3)

A lab-practical course designed to acquaint students with techniques and concepts required for determination of the interactions of marine organisms with their environment. Methods used to determine salinity, oxygen content, pH, nutrient content, current velocity, sediment size and composition, plankton identification, etc., will be emphasized.

Prerequisites: Completion of, or concurrent registration in Ocean 201; or permission of the instructor.

Meets AA degree Science requirements; may meet UHM Elective requirements. Meets WCC Marine Options Program requirement.

Phil 100 Introduction to Philosophy (3)

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

Meets AA degree Humanities requirements; may meet UHM Humanities requirements.

Phil 110 Introduction to Asian Philosophy (3)

Introductory course in selected schools of Asian thought. Includes a survey of differences as well as similarities in values of the Asian mode of thought contrasted with Western thought.

Prerequisite: Phil 100 is recommended but not required.

Meets AA degree Humanities requirements; may meet UHM Humanities requirements.

Phil 200 History of Philosophy I (3)

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

Prerequisite: Phil 100 or consent of the instructor.

Meets AA degree Humanities requirements; may meet UHM Humanities requirements.

Phil 201 History of Philosophy II (3)

Continuation of Phil 200 covering the period from the Renaissance to the present.

Prerequisite: Phil 200.

Meets AA degree Humanities requirements; may meet UHM Humanities requirements.

Phil 210 Introduction to Logic (3)

A course in logic covering: principles, systems, functions and applications of logic. Problem solving, analysis of situations/statements emphasized.

Meets AA degree Math requirements; may meet UHM Quantitative Reasoning requirement.

PoIsc 110 Introduction to Political Science (3)

Introduction to the nature and development of political science, its scope and methods; including research techniques and exercises in political analysis. Topics may include the nature, origin and justification of the state, organization, powers and functions of government in relation to contemporary prob-

lems and controversies. Development of abilities to better understand and critically evaluate political issues will be stressed.

Meets AA degree Social Science requirements; may meet UHM Social Science requirements.

PolSc 220 Introduction to International Relations (3)

An introductory course to international relations with emphasis on concepts and theories including power, nationalism, sovereignty, imperialism, theories of war and peace. Other topics may include analysis of the conduct and control of American foreign policy as illustrated by the main trends and crisis since the Second World War.

Meets AA degree Social Science requirements; may meet UHM Social Science requirements.

PolSc 230 Introduction to American Politics (3)

Introduction to the underlying principles, basic ideas and ideals of American politics, and the structure and powers of the American national government. Survey of current U.S. Constitutional law of interest to the informed citizen, including equal protection of the laws, freedom of speech and press, criminal justice. Special emphasis will be placed on the decision-making process and the consequences of major policy decisions.

Meets AA degree Social Science requirements; may meet UHM Social Science requirements.

PolSc 247/047 Issues in Hawaiian Politics (3)

An introduction to primary issues and controversies in Hawaiian politics. Topics may include structures and functions of Hawaii's governments, survey of contemporary issues in the environment, economy, development, lifestyles and other public policy areas. The student may opt to take this course at the college transfer level (PolSc 247) or at the non-college transfer level (PolSc 047). Assignments and expected levels of achievement will vary depending on the level.

Meets AA degree Social Science requirements; may meet UHM Social Science elective requirements.

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, problem solving and thinking, group processes, methods of inquiry.

Meets AA degree Social Science requirements; may meet UHM Social Science requirements.

Psy 110 Psychology of Adjustment (3)

A course designed to help the student understand and improve adjustment. Topics covered include needs, frustrations, conflicts, anxiety, patterns of adjustment, coping skills as well as concepts of mental health.

Meets AA degree Social Science requirements; may meet UHM Social Science requirements.

Read 001 Developmental Reading (3)

Designed to assist the student in improving his/her ability to read. Emphasis is on basic skills which enable students to read rapidly and improve comprehension. The use of individualized reading programs allows working at an individual pace. The course is geared for students reading below the 9th grade level and enrollment is limited to those who score at this level on the reading test.

Prerequisite: Reading test score of 8.9 grade level or lower.

Meets AA degree Communications requirements.

Read 101 Speed Reading (3)

Designed to assist the student in acquiring skill in study-type reading, skimming and scanning. Focuses on the student doubling his/her beginning rate in each of these types of reading. Emphasis is placed on improving vocabulary, comprehension and critical reading abilities. This course is geared for students reading at the 12th grade level or above and enrollment is limited to students who score at that level on the reading test.

Prerequisite: Reading test score of 12.0 grade level or above.

Meets AA degree Communications requirements; may meet UHM Elective requirements.

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

Introduction to the question of "What is religion?" through comparative analysis of features of major religions (Hinduism, Buddhism, Christianity, Judaism, Islam, Taoism, Confucianism and Shintoism, et al). Emphasis on identification and analysis of forms and interpretations of primary concepts such as God or Deity, selected ceremonial aspects, and key personalities.

Field trips required.

Meets AA degree Humanities requirements; may meet UHM Humanities requirements.

Rel 151 Religion and the Meaning of Existence (3)

Introduces the student to some of the basic aspects and implications of the question of the nature of man's existence and the contributions of more contemporary religious movements in response to this question. Emphasis is placed in helping the student analyze his own beliefs and feelings with respect to this question of man's existence.

Meets AA degree Humanities requirements; may meet UHM Humanities requirements.

Rel 155 Religions of Hawaii (3)

Focus on the primary religious sects in Hawaii, their historical development and the personages associated with this development.

Meets AA degree Humanities requirements; may meet UHM Elective requirements.

Sci 121 Introduction To Science: Biological Science (4)

Introduction to the conceptual framework of science and the relationship between science and society from the perspective of the biological sciences. Emphasis placed on method of analysis, conceptual tools and topics of study, problems to which the biological sciences address themselves. Applications of findings stressed.

This is a lecture/lab field trip course. Students cannot receive UHM credit for both Sci 121 and Sci 123.

Meets AA degree Science requirements; may meet Natural Science requirements.

Sci 123 Introduction to Science: Hawaiian Perspectives (4)

Introduction to the conceptual framework of science, methodologies employed, focal points and the interactional relationship between science and society as may be illustrated by a consideration of the geology, astronomy, oceanography, botany and biology of the Hawaiian Islands.

This is a lecture/field trip course. Students cannot receive UHM credit for both Sci 121 and Sci 123.

Meets AA degree Science requirements; may meet UHM Natural Science requirements.

Sci 124 Technology, Ecology and Man (4)
(changed from Man & His Environment)

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

This is a lecture/field trip course.

Meets AA degree Science requirements; may meet UHM Natural Science requirements.

Shthd 021 Shorthand Theory I (3)

Designed to provide basic shorthand alphabet and rules of taking dictation. Exercises in dictation are offered. Minimum achievement level for the course is 40 wpm in dictation and 15 wpm in transcription.

Prerequisite: Typ 020B or typing speed of 35 wpm.

Required for Business-Clerical (Stenography) Certificate. May be applied to meet AA degree requirements at WCC as Applied Science course.

Shthd 022 Shorthand II (3)

Designed to complete basic theory, increase dictation skills and maintain transcription skills. The minimum achievement level is 60 wpm in dictation and 15 in transcription.

Prerequisite: Typing 020 or typing speed of 35 wpm, Shorthand 021 or shorthand writing rate of 40 wpm.

Required for Business-Clerical (Stenography) Certificate. May be applied to meet AA degree requirements at WCC as Applied Science course.

Shthd 040 Shorthand III (3)

Designed to provide speed building in dictation and transcription, minimum achievement level at 80 wpm in dictation and transcribe at the typewriter at a minimum of 20 wpm.

Prerequisite: Typing 020 or typing speed of 35 wpm or more. Shorthand 022 or shorthand writing rate of at least 60 wpm.

Required for Business-Clerical (Stenography) Certificate. May be applied to meet AA degree requirements at WCC as Applied Science course.

Note: Shthd 022/040 is a "piggyback" course in which a student may opt to work toward the achievement of Shthd 022 or 040 within a lab setting using individualized and self-instructional materials.

Soc 100 Survey of General Sociology (3)

Focus on the question of "What is sociology?", including discussion of the topics of study in sociology and methods of analysis. Particular emphasis is placed on concepts related to analysis of social relationships, social structures, processes and change. Application of these concepts to analysis of social groups in Hawaii is included.

Meets AA degree Social Science requirement; may meet UHM Social Science requirements.

Soc 200 Introduction to Principles of Sociology (3)

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

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

Meets AA degree Social Science requirements; may meet UHM Social Science requirements.

Soc 251 Marriage and the Family (3)

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

Meets AA degree Social Science requirements; may meet UHM Elective requirements.

SocSc 121 Human Sexuality (3)

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

Meets AA degree social science requirements; may meet UHM Elective requirements.

SP 020 Oral Communications Lab (3)

A “brush up” course designed to help students increase his/her level of intelligibility and oral communication effectiveness through a programmed self-instructional series of activities. Students develop confidence in their ability to orally communicate ideas by working with peers in a variety of communication activities.

Meets AA degree Communications requirements.

SP 251 Introduction to Public Speaking (3)

Principles of rhetorical theory are applied to planning and presenting speeches. Focus is on the analysis of elements of the speaking situation. The class is organized as a “club” according to parliamentary procedure to provide a framework for speaking programs.

Meets AA degree Communications requirements; may meet UHM Elective requirements.

Typw 020 B/C Typing I: B (for majors)/C (for non-majors) (3)

First level typing course. Topics covered are: parts/functions of typewriters, personal/business letter formats, manuscripts, and typing formats. Supervised practice aimed at developing speed levels of accuracy and a minimum level of 35 wpm.

Typing 020B intended for clerical majors with emphasis on business correspondence and applications;

Typing 020C intended for non-clerical majors with emphasis on manuscript/paper typing and composition.

Typing 020B meets Business-Clerical (Stenography & Typing) program requirements. May be applied to meet AA degree requirements at WCC as Applied Science course.

Type 021 Typing II (3)

Typw 021 is a second level course requiring minimum achievement level of 45 wpm, ability to type letters in specified formats, tabulated materials, manuscripts and business forms.

Required for Business-Clerical majors; may be applied to meet AA degree requirements as Applied Science course.

STAFF

Board of Regents of the University of Hawaii

Wallace S. Fujiyama, *Chairman*
Herbert M. Richards, Jr., *Vice-Chairman*
Anna Chung
Sandra H. Ebesu
John A. Hoag
Scott Leithead
Harriet Mizuguchi
Ruth Oshiro
Ambrose Rosehill
Kiyoshi Sasaki
Tom T. Shibano

Central Administration: The University of Hawaii

Fujio Matsuda President
Durward Long Vice-President for Academic Affairs
Harold S. Masumoto Director of Administration
Kenji Sumida Director of Finance
William B. Chapman Director of Long-Range Planning
Shiro Amioka Chancellor, Community Colleges
Douglas Yamamura Chancellor, University of Hawaii at Manoa
Edwin H. Mookini Chancellor, University of Hawaii at Hilo
Ralph Miwa Chancellor, West Oahu College
Roy Y. Takeyama Secretary of Board of Regents
Joyce Tsunoda Provost, Kapiolani Community College
LeRoy J. King Provost, Windward Community College
Sanae Moikeha Provost, Maui Community College
..... Provost, Leeward Community College
Mitsugu Sumada Provost, Hawaii Community College
Edward T. White Provost, Kauai Community College
Clyde K. Yoshioka Provost, Honolulu Community College

Windward Community College: Administration

LeRoy J. King Provost
Melvyn K. Sakaguchi Dean for Educational Services
Norma S. Higa Assistant Dean for Educational Services
Keiji Kukino Director for Administrative Services

Windward Community College: Staff and Faculty

- JOCELYN BURNSRegistrar
M.A., Columbia University
B.A., Vassar College
- EDWARD A. COLOZZI Coordinator/Specialist Voc-Education
Ed.D., Columbia University
M.A., Columbia University
M.Ed., Columbia University
B.A., Boston University
- MITSUE COOKInstructor, English-expository writing
M.A., California State University
B.A., California State University
- CAROL CRAIGInstructor, Accounting
M.B.A., University of Hawaii
B.A. University of Hawaii
- ROBERT de LOACH Instructor, Anthropology, Sociology
M.A., University of Hawaii
M.S., Florida State University
B.S., Florida State University
- DAVID DENISON Instructor, Anthropology, Interdisciplinary Studies
Fifth Year Teaching Certificate, University of Hawaii
M.A., University of Arizona
B.A., Southern Illinois University
- ROY FUJIMOTOInstructor, Political Science
M.A., University of Hawaii
B.A., University of Santa Clara
- DAVID FURUTO Instructor, Mathematics, Logic
Teaching Certificate, The Church College of Hawaii
M.S., University of Illinois
B.S., The Church College of Hawaii
- MIKE GROSS Instructor, Reading, Learning Skills
PhD., University of Hawaii
M.A., Columbia University
A.B., University of Michigan
- PETER GUAY Instructor, Reading, Learning Skills
PhD., University of Hawaii
M.A., University of Hawaii
B.A., University of New Hampshire
- JANET HARADAInstructor, Sociology, Interdisciplinary Studies
M.A., University of California, Santa Barbara
B.A., University of Michigan
- HELEN HEW-LEN Instructor, Business-Clerical
M.ED., University of Hawaii
B.A., The Church College of Hawaii

ROBERT HICKS Instructor, Communication, Speech
M.A., University of Hawaii
M.A., University of Michigan
B.S., Michigan State University

NORMA HIGA Assistant Dean for Educational Services
M.S.T., University of Missouri
Fifth Year Diploma, University of Hawaii
B.Ed., University of Hawaii

JEFFREY HUNT Instructor, Botany
M.S., Whittier College
B.A., Whittier College

MARYANNE INOUE Instructor, History
M.Ed., University of Hawaii
M.A., University of Hawaii
A.B., Occidental College

HIROSHI KATO Instructor, General Science, Biology
M.Ed., University of Hawaii
M.S., University of Hawaii
B.A., Sacramento State College
A.A., Bakersfield College

LEROY J. KING Provost
M.ED., University of Hawaii
B.ED., University of Nebraska

KATHLEEN KISS Instructor, English-expository writing, Literature
M.A., University of Iowa
B.S., University of Wisconsin

PAUL KODAMA Instructor, Art
B.ED., University of Hawaii

KEIJI KUKINO Director of Administrative Services
B.S., University of Hawaii

LEROY LEHANO Instructor, Art
B.A., Church College of Hawaii

RONALD LOO Instructor, Philosophy, Music
M.A., University of Hawaii
B.A., University of Hawaii

JACQUELINE MALY Instructor, General Science, Biology
M.A., De Paul University
B.A., University of Chicago

JEAN MINAMI Instructor, English-expository writing,
M.A., University of Washington Literature, Journalism
B.A., University of Hawaii

GLORIA MOORE Instructor, Music
M.M., University of Hawaii
B.A., University of Oklahoma

MIDGE MOSSMAN Instructor, Visitor Industry
M.ED., University of Hawaii
B.A., Central Washington State College

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

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

DAVID PALMER Media Specialist
M.ED., University of Hawaii
B.S.E.E., Southern Methodist University, Dallas

NANCY PANG.....Librarian
M.L.S., University of Hawaii
B.A., University of Hawaii

KENT ROBERTSON Instructor, Religion
M.Div., San Francisco, Theological Seminary
B.A., University of Colorado

NEAL JOSEPH Counselor
M.E.D. University of Hawaii (Ed. Foundation)
M.E.D. University of Hawaii (Curriculum & Ins.)
B.E.D. University of Hawaii

MELVYN K. SAKAGUCHI Dean for Educational Services
EdD., University of Florida
B.A., University of Hawaii

GARY STICE..... Instructor, General Science, Oceanography, Geoscience
PhD., University of Hawaii
B.S., Stanford University

OPAL STONEMAN Instructor, Business-Clerical
M.S.Ed., University of Southern California
B.S., University of Southern California

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

SANDRA TOPORCER Financial Aids Officer, Academic Advisor
B.A., California State College

AILEEN TSUJI Instructor, Reading, Learning Skills
M.A.Ed., University of Illinois
B.A., University of Illinois

SIONE ULUAVE Instructor, Mathematics
M.A., Brigham Young University
B.S., Church College of Hawaii

DE ETTA WILSON Librarian
M.L.S., The University of Texas
B.A., Louisiana State University
A.A., South Texas Junior College

ELIZABETH WICHMAN Instructor, Drama
M.A., University of Hawaii
B.A., University of Iowa

CHARLES WHITTEN Counselor
M. Div., Southern Seminary, Texas
M.A., Baylor University, Texas
B.A., Baylor University, Texas

JOAN YAMAMOTO Bookstore Manager

CRAIG G.H. YIM Fiscal Officer
M.A., University of Hawaii
B.S.C., St. Louis University, Missouri

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

Telephone 235-0077

