

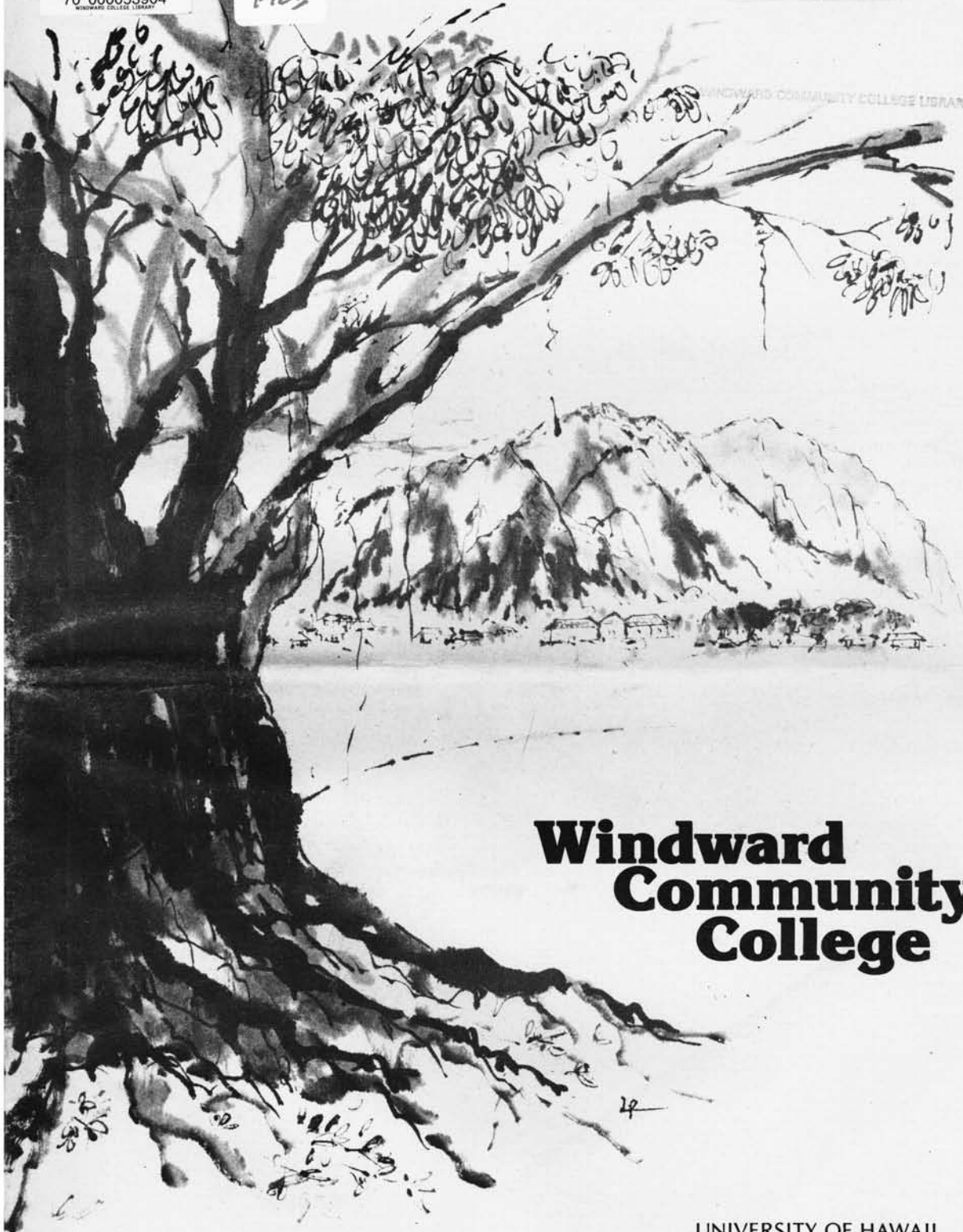


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WINDWARD COMMUNITY COLLEGE.

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WINDWARD COMMUNITY COLLEGE LIBRARY



Windward Community College

UNIVERSITY OF HAWAII
1979-1980 CATALOG

WINDWARD COMMUNITY COLLEGE LIBRARY

ACADEMIC CALENDAR - 1979-80

	Fall Semester Dates	Dates for Accelerated Classes	
		Term I First 8 Weeks	Term II Second 8 Weeks
APPLICATION DEADLINE FOR REGULAR REGISTRATION	August 13 (M)	August 13 (M)	
APPLICATION DEADLINE FOR LATE REGISTRATION	August 30 (Th)	August 30 (Th)	
Faculty Report for Duty	August 15 (W)		
ADMISSIONS DAY HOLIDAY	August 17 (F)		
Regular Registration	August 21-23 (T-Th)	August 21-23 (T-Th)	
First Day of Instruction	August 27 (M)	August 27 (M)	
Late Registration	August 27-31 (M-F)	August 27-31 (M-F)	
LABOR DAY HOLIDAY	September 3 (M)	September 3 (M)	
DISCOVERERS' DAY HOLIDAY	October 8 (M)	October 8 (M)	
APPLICATION DEADLINE FOR REGULAR REGISTRATION/ TERM II			October 15 (M)
APPLICATION DEADLINE FOR LATE REGISTRATION/ TERM II			October 26 (F)
Regular Registration Term II			October 17 (W)
Last Day of Instruction Term I (Last day for withdrawal from Term I classes)		October 18 (Th)	
Exam Period Term I Classes		October 18-22 (Th-M)	
First Day of Instruction Term II			October 23 (T)
Late Registration for Term II			October 23-26 (T-F)
VETERANS' DAY HOLIDAY	November 12 (M)		November 12 (M)
THANKSGIVING RECESS	November 22-23 (Th-F)		November 22-23 (Th-F)
Last Day of Instruction (Last day for withdrawal from Fall Semester and Term II Classes)	December 14 (F)		December 14 (F)
Exam Period for Fall Semester and Term II	December 17-20 (M-Th)		December 17-20 (M-Th)
End of Fall Semester	December 21 (F)		December 21 (F)
	Spring Semester Dates	Term III First 8 Weeks	Term IV Second 8 Weeks
APPLICATION DEADLINE FOR REGULAR REGISTRATION	January 3 (Th)	January 3 (Th)	
APPLICATION DEADLINE FOR LATE REGISTRATION	January 17 (Th)	January 17 (Th)	
Early Registration—Only for Students Enrolled in Fall 1979	December 6-7 (Th-F)	December 6-7 (Th-F)	
Regular Registration	January 8-10 (T-Th)	January 8-10 (T-Th)	
Late Registration	January 14-18 (M-F)	January 14-18 (M-F)	
First Day of Instruction	January 15 (T)	January 15 (T)	
PRESIDENTS' DAY HOLIDAY	February 18 (M)	February 18 (M)	
APPLICATION DEADLINE FOR REGULAR REGISTRATION/ TERM IV			March 3 (M)
APPLICATION DEADLINE FOR LATE REGISTRATION/ TERM IV			March 14 (F)
Regular Registration Term IV			March 5 (W)
Last Day of Instruction Term III (Last day for withdrawal from Term III classes)		March 5 (W)	
Exam Period Term III Classes		March 6-10 (Th-M)	
First Day of Instruction Term IV			March 11 (T)
Late Registration Term IV			March 11-14 (T-F)
SPRING RECESS	March 24-28 (M-F)		March 24-28 (M-F)
PRINCE KUHIO DAY HOLIDAY	March 26 (W)		March 26 (W)
GOOD FRIDAY HOLIDAY	April 4 (F)		April 4 (F)
Last Day of Instruction (Last day for withdrawal from Spring semester and Term IV Classes)	May 7 (W)		May 7 (W)
Exam Period for Spring Semester and Term IV	May 8-13 (Th-T)		May 8-13 (Th-T)
End of Spring Semester	May 14 (W)		May 14 (W)
Faculty Last Day	May 14 (W)		
Graduation*	May 18 (SUN)		

*Students must apply for graduation at the Registrar's office. Students who apply for graduation by February 15 may expect to receive their certificate and/or diploma at graduation. Students who apply for graduation after February 15 may participate in graduation, but receive their certificate and/or diploma at a later date.

Windward Community College

UNIVERSITY OF HAWAII
1979-1980 CATALOG

This document is an attempt to summarize applicable policies of the University of Hawaii concerning various aspects of student admissions, enrollment and registration. Students should check with the College concerning any other policies which could affect their specific enrollment, registration, schedule of courses or special fees.

The University reserves the right to make changes in certain fees, faculty assignments and time schedules; to cancel classes where necessary; and to set maximum limits for enrollment in certain classes. Notice of such changes will be given where possible.



Windward Community College
45-720 Keaahala Road
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Telephone (808) 235-0077



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Admissions Information

Welcome

Windward Community College welcomes part-time and full-time students who desire to come to college. Although many students come to Windward immediately after high school, the average age of Windward students is 29.

Windward Community College is open to all Hawaii residents who are 18 or older. Persons under 18 may be admitted if they are high school graduates. A special early-admit program for high school seniors with outstanding academic records accommodates students on a space-available basis.

Non-residents of Hawaii are accepted in limited numbers in accordance with the Controlled Growth Policy of the University of Hawaii System. This policy states that no more than 10% of the student body may be made up of non-residents of Hawaii. This quota could possibly be filled before application deadlines.

Military personnel stationed in Hawaii and their dependents are subject to the Controlled Growth Policy and are considered non-residents (unless Hawaii is the Home of Record of the service member). However these non-residents pay the same tuition as Hawaii residents. A verification of U.S. Armed Forces Member's Assignment form signed by prop-

er authority must be submitted with the application for admission.

Resident or non-resident status for tuition and admission purposes is determined by answers to questions in the residency portion of the Application for Admission. Generally, no adult is deemed a resident of Hawaii unless he or she is 19 years or older and has resided in the State 12 months prior to the first day of instruction, with the intent of making Hawaii his or her permanent domicile. In the case of an applicant under 19, the parent or legal guardian must have been a bonafide resident of Hawaii at least 12 months before the first day of instruction.

Foreign students must take the Test of English as a Foreign Language (TOEFL) examination and present a score of 550 or more. Naturalization and Immigration Service requirements must be met. High school and college transcripts are required of each foreign student. All foreign students are subject to the Controlled Growth Policy.

All applicants are asked to file TB clearance (results of skin tests or chest X rays) prior to registration. New students also must attend an orientation session and take a reading placement test before registering.

To Enter the College

1. Make Application
 - a. Fill out the Common Admission Form (available at Windward or from any high school counselor). Submit it by mail or in person.
 - b. Those who apply by the regular application deadline will register during regular registration. Those who apply late will register during late registration.*

APPLICATION DEADLINES

	Regular Application	Late Application
Fall Semester & Term I, 1979	Aug. 13, 1979	Aug. 30, 1979
Fall Term II, 1979	Oct. 15, 1979	Oct. 26, 1979
Spring Semester & Term III, 1980	Jan. 3, 1980	Jan. 17, 1980
Spring Term IV, 1980	Mar. 3, 1980	Mar. 14, 1980

- c. Students who leave Windward for a semester or more must fill out a new application for the semester or term they wish to re-enter.
2. Complete Registration
Students who have applied and been accepted will pick classes and pay tuition and fees during the registration periods (see Academic Calendar, pg. 2).

*Some programs have limited openings. Applications will be accepted on a first-come first-served basis.

Financial Information

Tuition and Fees

1. 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 active duty military assigned in Hawaii and their dependents and most foreign students.

2. Non-credit Courses

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

3. Tuition Exemptions

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. Senior citizens meeting all admissions requirements and prerequisites for credit courses during the academic year, may register for classes in which space is available after the close of regular registration.

Payments

All fees must be paid on the day of registration. No provisions are made for deferral of tuition payment.

Dishonored Check Fee: Checks tendered to Windward Community College and dishonored by the bank 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) for registering after regular registration period.

Course Change Fee: A registration change fee of \$1 is charged for each request made.

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

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

Financial Obligations

Students who have not met their financial obligations at any college in the University of Hawaii Sys-

tem (such as nonpayment of tuition and fees, fines or loans) may be denied graduation and further registration. Transcripts of courses taken at the College may also be withheld.

Tuition Refunds

Students who formally withdraw from course(s) or completely 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 a semester-long course; or within the 1st week of an 8 week term courses—80% refund.
- withdrawal from College or change to part-time status within the 3rd and 4th weeks of a semester-long course; or within the 2nd week of an 8 week term course—40% refund.
- withdrawal from College or change to part-time status after the 4th week of a semester-long course, or after the 2nd week of an 8 week term course—no refund.

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

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

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

Student Activity Fee Refunds

- Complete withdrawal from College made within the 1st two weeks of instruction—100% refund.
- Complete withdrawal from College made after the 2nd week of instruction—no refund.

Financial Aids

Financial assistance is available to students who would be unable to pursue their education without such help. Students who find that it is unlikely that they can rely solely on parents' or their own financial resources to meet college expenses, are urged to apply for financial aid. Assistance is available in the form of scholarships, grants, loans, and employment from State, Federal and private sources.

Students who wish to apply for financial aid must submit (1) the Financial Aid Form (FAF) and (2) the Statewide Supplementary Financial Aid application. It is recommended that students also submit a copy of the IRS Form 1040. The deadline date for Fall semester is June 1st and for Spring semester November 1st. Applications received after these

dates will be considered as long as funds are available.

Applications and information are available from the Financial Aid Office, Eckerdt 121.

State Financial Aid Programs

The State Higher Education Loan (SHEL) Program is a long-term loan program available to qualified full-time resident students. Repayment begins one year after a student leaves school or drops to less than full-time student status.

Hawaii State Scholarships (HSS) and Hawaii Student Incentive Grants (HSIG) cover tuition for qualified full-time resident students.

Federal Financial Aid Programs

Basic Grants are federal grants available to qualified undergraduate students who are enrolled at least half-time.

Supplemental Educational Opportunity Grants are federal grants available to qualified undergraduate students with exceptional financial need who are enrolled at least half-time. The amount of the grant may not exceed one-half financial aid received and must be matched by other aid.

College Work-Study Program (CWSP) is a federal program providing part-time employment opportunities to qualified students who are enrolled at least half-time and who need to earn college expenses not covered by other financial aid.

The National Direct Student Loan (NDSL) Program is a long term loan program available to qualified students who are enrolled at least half-time. Repayment begins one year after a student leaves school or drops to less than half-time.

The Guaranteed Student Loan Program makes loans available from private lenders, such as banks, credit unions, and savings and loans associations.

Hawaii Merit Scholarships

Hawaii Merit Scholarships cover tuition for qualified resident students. Recipients are selected on the basis of academic achievement. Applications are available from the Student Services Office, Eckerdt 121.

Emergency Short-Term Loans

No interest loans of up to \$50 are available to students enrolled at least half-time. Loans are made to meet educational expenses and only when there is a reasonable expectation that repayment can be made. Repayment in full is due within 30 days. Information and applications are available from the Financial Aid Office, Eckerdt 121.

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.

The college is situated in Kaneohe, on the island of Oahu.

It opened in the fall of 1972, with an enrollment of 525 students and had a Fall 1978 enrollment of more than 1,392 students. The college offers both liberal arts and vocational educational programs. The program of courses offered, particularly in the vocational education fields, is slated for further expansion.

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

Purposes

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

Emphasis at the College is placed on individualizing the activities and services provided. 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 and days. 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 courses and pre-tests/post-tests are used to measure student achievement.

Accreditation

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

Facilities

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 and is open Monday-Friday, 8:30-11:30 AM and 1:00-3:00 PM.

Food Services

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

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 defi-

ciencies in reading, writing, concentration, listening, taking notes and a number of other college learning skills, as well as assistance in developing 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.

Library

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

Guides to the use of the Library and services offered are available at the circulation desk. A slide/tape tour of the Library is also available, as is a minicourse in library skills. The Library staff welcomes both questions and suggestions about any of these services, and is eager to help students learn how to use the Library.

Lost and Found

Articles which are lost and found are located in the Business Office in Eckerdt 114.

Media Production Center

A Media Production Center is maintained by the College primarily to serve the instructional

staff in the development of instructional/learning resources.

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

The Center is located in Judd Building.

Advisory Committees

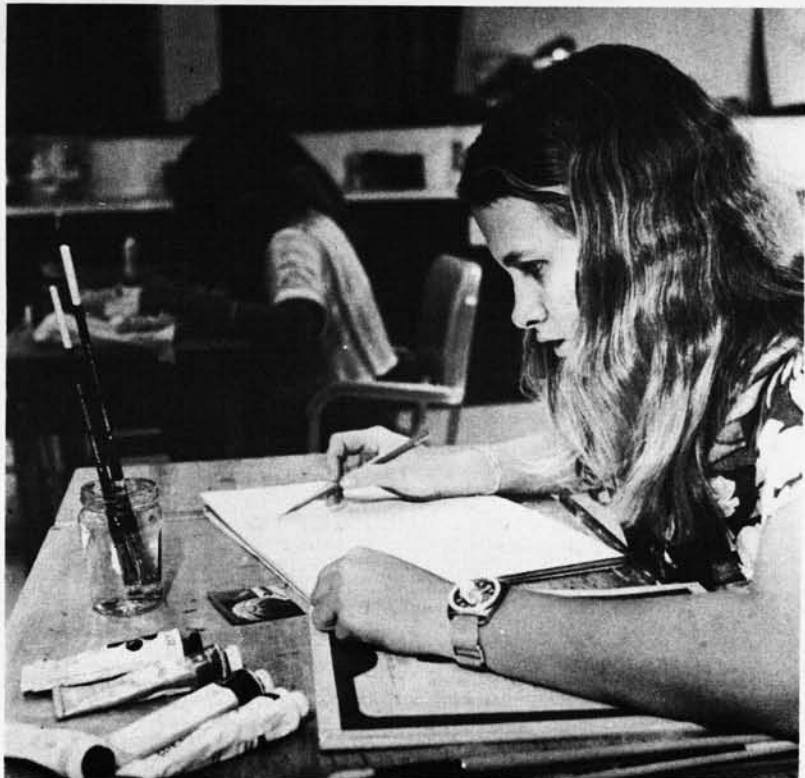
Windward Community College has invited a number of community leaders in business, industry, and the professions to advise the staff in the development of curricula in accordance with requirements in their fields. Consultations with these leaders relate to course contents, selection of training equipment,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

Family Educational Rights and Privacy Act

Notification Requirement

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

1. It is the administrative policy of the University of Hawaii to subscribe to the requirements of Section 438 of the General Education Provision Act, Title IV, of Public Law 90-247, as amended, and to the rules and regulations governing the Act, which protect the privacy rights of students.
2. The rights of students under the Act include the following, subject to conditions and limitations specified in the Act:
 - a. The right to inspect and review education records.
 - b. The right to request to amend education records.
 - c. The right of protection from disclosure by the University of Hawaii of personally identifiable information contained in education records without permission of the student involved.
 - d. The right to waive certain rights under the Act.
 - e. The right to file complaints concerning alleged failure by the University of Hawaii to comply with the Act.



3. Students are advised that institutional policy and procedures required under the Act have been published as Business Manual Instruction 1614, *Policies and Procedures Relating to the Family Educational Rights and Privacy Act of 1974 for Students Enrolled in Postsecondary Programs of the University of Hawaii*. Copies of BMI 1614 may be obtained from the Office of the Dean for Student Services, the Dean for Student Affairs, or the Dean for Academic Services, at the campuses of the University of Hawaii at which a student is in attendance.
4. Directory Information

Students are advised that certain personally identifiable information is considered by the University to be Directory Information and, in response to public inquiry, may be disclosed without prior consent of the student unless the student otherwise so informs the University not to disclose such information.

 - a. Name of student.
 - b. Local address and zip code maintained in the campus locator printout.
 - c. Local telephone number maintained in the campus locator printout.
 - d. Major field of study.
 - e. Fact of participation in officially recognized activities and sports.
 - f. Weight and height of members of athletic teams.
 - g. Dates of attendance.
 - h. Most recent educational institution attended.
 - i. Degrees and awards received.
 - j. Educational Level (freshman, sophomore) as part of Directory Information.

A student has the right to request that any or all of the above items not be designated Directory Information with respect to that student. Should a student wish to exercise this right, he or she must in person and in writing, not earlier than the first day of instruction nor later than fourteen calendar days from the first day of instruction for the academic term or semester, or the fourth day of a summer session, inform each Campus Registrar at each campus he or she is attending which of the above items are not to be disclosed without the prior consent of that student.
5. Parents of students are advised that information contained in education records, except as may be determined to be Directory Information, will not be disclosed to them without the prior written consent of their sons and daughters.
6. Any student who requests copies of his/her student records in exercising FERPA rights will be assessed a fee of \$1.00 on each occasion a copy of such a record is requested.

Use of Social Security Number

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

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

The SSAN will be used to verify the identity of the applicant, and as a student identification number throughout the period in which the applicant is enrolled, or otherwise associated with the University, in order to record data accurately. As a student identification number the SSAN is used in such activities as: reconciliation of documents in order to determine eligibility for admission and residency for tuition purposes; registration and academic record-keeping; use of library materials; student affairs programs requiring verification of enrollment for the purpose of providing services; and alumni affairs.

Authority for requiring the disclosure of an applicant's SSAN is grounded in Section 304.2 and Section 304.4, *Hawaii Revised Statutes* as amended, which provides that the Board of Regents of the University of Hawaii system shall have general management and control of the affairs of the University. The University of Hawaii system has, for

several years, consistently required the disclosure of SSAN numbers on the Common Admission Forms and other necessary University documents.

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

Notice to Handicapped Persons— State of Hawaii

In accordance with Section 84.8 of the federal rules and regulations governing Section 504 of the Rehabilitation Act of 1973, the State Office for Affirmative Action on behalf of all State agencies and departments (including the University of Hawaii) which are recipients of the federal assistance, hereby provides notice to the public that no otherwise qualified handicapped person shall, solely on the basis of that handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity receiving federal financial assistance.

Copies of State agency, department and University of Hawaii policies on non-discrimination and affirmative or voluntary action are available for in-

spection at the respective agency, department, or university. An employee in each of these offices has been designated to provide information about programs, services, activities and facilities which are accessible and usable by handicapped persons.

Any person requiring assistance in identifying the appropriate individual, agency, department or university, may contact the:

State Office of Information
State Capitol, Room 442
Honolulu, Hawaii 96813
Telephone: (808) 548-6222

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 effort for Windward Community College are:

Employment Matters
Keiji Kukino
Windward Community College
45-720 Keaahala Road
Kaneohe, Hawaii 96744
Ph. 235-0077

Educational Matters
Craig Yim
Windward Community College
45-720 Keaahala Road
Kaneohe, Hawaii 96744
Ph. 235-0077

Student Services

Academic Advising/Orientation

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

Orientation and advising sessions are held during the period preceding registration for each term. One-to-one meetings may be arranged on an appointment basis by phoning Student Services, 235-0077, ext. 113 or 114.

Testing

Since many students are entering college after a few years or months of not attending school, refresher courses often help to renew skills in reading speed, vocabulary, and comprehension. Accordingly, Windward requires all entering students to take a placement test in reading so that students will know whether or not a refresher course would be useful.

Math placement tests are also available on a voluntary basis for students who need to know at which level to begin college math. Please check with the Math Lab for more information.

The Career Counseling Center also offers testing to assist with career aims and vocational choice.

Personal Counseling

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

Career Counseling/Testing

Career counseling and occupational interest testing are provided on an individual basis through the Career Counseling Center. Students are encouraged to make appointments for assistance with career-life exploration and planning. Call 235-0077, Student Services.

Job Placement

Job placement assistance is available on a limited basis. Please check with the Student Services office for further information.

Health Services

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

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

Housing

The College has no dormitories and does not help students locate housing. Daily newspapers have classified sections listing houses or apartments to share and other rental information.

Special Student Services

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

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

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

Student Activities

Students at Windward have organized a coordinating council, the Windward College Konohiki Council (WCKC), to develop a program of activities for students and members of the community. The Council administers the use of student activity fees and last year sponsored the College newspaper, *O Ka Ohana*, a spring Hoolaulea, student discount services, dances and other social activities.

Elections for Council seats are held in the fall. Interested students are invited to participate in these activities.

An intramural and intercollegiate sports program is being developed and several clubs have been established.

Student Participation in College Governance

Students at Windward 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 are ad hoc personnel committees, which assist in the selection of College Faculty and staff; curriculum committee, which reviews courses offered by the College; program planning committee, which is charged with responsibilities for assisting in the development of program and staffing plans.

Students are also actively involved in carrying out many of the activities of the College, serving as instructors for non-credit courses 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 Acting Coordinator of Student Services.

Lounge Facilities

A lounge for the use of students and staff is furnished with card tables, ping pong tables, and a stereo.

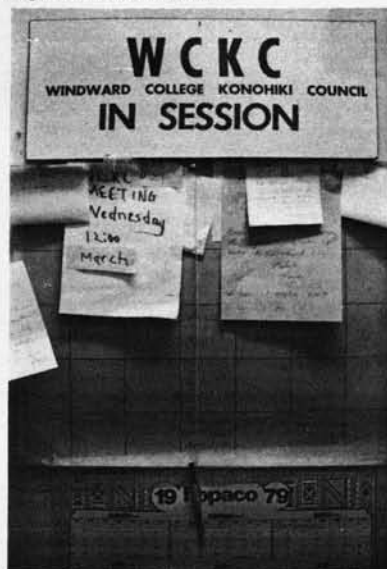
Veterans Administration Benefits

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

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

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

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



Student Responsibilities

Student Responsibility

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

Attendance

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

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

Change of Address

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

Graduation Information

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

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

Candidates for graduation must file an application with the Registrar's Office.

Students who apply for graduation by February 15 may expect to receive their certificate and/or diploma at graduation. Students who apply for graduation after February 15 may participate in graduation but receive their certificate and/or diploma at a later date.

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

Parking

Parking is permitted in designated areas. Currently, there is no charge for parking.

Smoking

In furtherance of the State's No Smoking Act, Act 108, SLH 1976, smoking is prohibited in any of the classrooms, laboratories and conference rooms on this campus.

Student Academic Grievance Procedures

The College maintains formal procedures for hearing grievances brought by students against faculty and administrative staff on academic matters, including grading.

Details as to how a grievance may be filed is available through the offices of the Acting Coordinator of Student Services, Assistant Deans for Instruction, Dean for Educational Services and the Provost.

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.

Student Conduct Code

The College has adopted a Student Conduct Code in accordance with the "Statement of Rights and Responsibilities of the University of Hawaii Community" issued by the University of Hawaii Board of Regents.

The purpose of this code is to define those acts of impermissible behavior which if committed by students at Windward may lead to the imposition of sanctions and to establish a procedure for determining whether such acts had indeed been committed and the nature of the sanction to be imposed.

Categories of impermissible behavior covered under this Code include the following:

1. The interference with another College community member's expression of convictions, right to academic freedom, or the performance of legitimate duties or functions.
 2. Engaging in conduct which directly or indirectly interferes with or disrupts the process of teaching, learning, research or the normal operation and administration of the College including:
 - a. providing false, fraudulent or omitted information;
 - b. violating campus regulations;
 - c. engaging in academic dishonesty;
 - d. engaging in theft or mutilation of library materials;
 - e. engaging in disruptive behavior in general.
- Copies of the code which detail the policy and procedures are available at the offices of the Acting Coordinator of Student Services, Assistant Deans for Instruction, Dean for Educational Services and the Provost.



Academic Information

Definition of terms used at Windward Community College

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

Certificate: A credential awarded a student who has successfully completed a program of study. Fewer credit hours are required than for a degree. Certificates of Achievement and Certificates of Completion are available in some programs.

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

Commencement: A public ceremony-celebration held at the end of the academic year at which degrees and certificates are conferred.

Semester: A time span of sixteen weeks within a 4½ month period during which courses are offered and completed. There are usually two semesters in one academic year: fall semester and spring semester. There are two "accelerated terms" within each semester. A summer session of six weeks duration may also be held.

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

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

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

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

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

Credits, Grades, and Exams

Scholastic Standards

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

Grade Point Average

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

Although I, W, WF, and NCr are not included in the grade point average, students are advised that some colleges, especially graduate and professional schools, do not look with favor upon transcripts containing these grades. Similar attitudes occur among some employers and scholarship grantors. Students should also realize that dropping of courses may jeopardize their chance for registration in the same courses in succeeding semesters.

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. It is imperative that students notify the Registrar's Office of any change of address.

Probationary Student Policy

Any student failing to complete more than one-half of classes taken in a semester (providing more than 2 classes are taken) at an achievement level of D or Cr, may be placed on academic probation during the following semester. Waiver of probation may be approved when a student provides evidence of mitigating circumstances.

If a student does not complete 75% or more of the credits 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 upon written request by the student.

This policy is presently under review and may be changed.

Repeating Courses

Students are permitted to repeat a course in which W, WF, F, NC grades have been recorded. Students will receive credit for a repeated course only once, with grade points awarded for one successful completion of the course. Courses may be repeated only once.

Transfer of Credits from Other Institutions

From Other Campuses of the University of Hawaii to Windward

Credits earned for courses taken at any of the public community colleges in Hawaii, or at the University of Hawaii at Manoa and Hilo are transferable 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 transferable 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 to another institution should familiarize himself/herself with the requirements of that college. The program of study developed while at Windward should reflect the requirements of that college.

While credits earned through completion of college transfer courses at Windward are generally transferable to other institutions, the decision to grant credits 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 shows 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 or may not be applied toward the baccalaureate degree.

Beginning Spring 1978, grade point averages earned while completing college transfer level courses at Windward are not transferable to the University of Hawaii, Manoa. However, 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 of Hawaii, Manoa are advised that some of these institutions do not accept a grade of CR (Credit) for academic major courses and core requirements; also, that a long record of W's (Withdrawals) and NC'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.

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 Instruction, 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.

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
A	Excellent achievement	4 grade points given (course credits awarded)
B	Above average achievement	3 grade points given (course credits awarded)
C	Average achievement	2 grade points given (course credits awarded)
D	Minimal passing achievement	1 grade point given (course credits awarded)
F	Less than minimal passing achievement	0 grade points given (no course credits awarded)
I	Incomplete This is a temporary grade given at the instructor's option when student has failed to complete a small part of a course because of circumstances beyond his or her control. The student is expected to complete the course by the end of the succeeding semester. If this is not done, then I will revert to the contingency grade identified by the instructor.	No grade points given and no course credits awarded until student completes course
Cr	Achievement of objectives of course at minimal passing level or higher This grading option is not available in all courses and will not be offered to majors in required courses.	No grade points given (course credits awarded)
NCr	Achievement of objectives of course at less than minimal passing achievement This grading option is not available in all courses and will not be offered to majors in required courses.	No grade points given (no course credits awarded)
W	Official withdrawal after the first week of an 8-week course or the second week of a 16-week course and prior to the last day of instruction, achieving at the D level or higher at the time of withdrawal.	No grade points given (no course credits awarded)
WF	Official withdrawal after the first week of an 8-week course or the second week of a 16-week course and prior to the last day of instruction, achieving at less than the D level at the time of withdrawal.	No grade points given (no course credits awarded)

If a student officially withdraws within the first two weeks of a 16-week course or the first week of an 8-week course the record of the registration will not appear on the transcript.

Credit/No Credit Option

The Credit/No Credit option is maintained to encourage students to broaden their education by taking courses outside of major requirements without affecting their grade point averages. No grade points are given for courses taken under this grading option. Course credit is awarded for courses completed at Cr levels and the credits earned may be applied to meet program requirements at Windward with certain restrictions. This grading option is not offered in all courses, and students majoring in a particular program are not permitted to take a major required course with the Cr/NCr grading option.



Faculty have the prerogative of offering this grading option. The College has the responsibility and authority to establish the uniform conditions that apply whenever this faculty option is exercised.

Students considering transferring to another college are advised to check with that institution as to whether courses taken at Windward under the Cr/NCr option can be transferred.

Registration and Course Information

Auditing

Presently, the College does not permit a student to enroll in a class as an auditor.

Class Size

Most classes at the College range in size from 20 to 40 students. A few classes, particularly lecture/lab type classes, are scheduled to accommodate forty or more students.

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 Windward, and generally, concurrent registrants are permitted to register only after regular students. Application must be made to the other institution, and the approval of a Windward academic advisor secured. Students must take at least half of their credits at Windward.

Windward students registered concurrently at another institution must make arrangements to have their transcript of completed course work transferred to Windward so that 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.

Course Abbreviations/Numbers

All courses offered at the College are given an abbreviation designating the broad subject area of

the course and a number designating the level of the course.

Courses numbered 100 and above are college transfer level courses. Generally, the credits earned for these courses are transferable to four-year colleges. However, the prerogative of granting credits remains with the institution receiving the credits.

Courses numbered below 100 are non-college transfer level courses, and credits earned for these courses are not normally transferable to a four-year college (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 or field service courses are given a 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. Experimental courses are numbered 197 or 097 depending on the level of the course.

Courseload

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

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

Returning Students

Individuals who had been students at the College but who have missed a term or semester and not been continuously enrolled at the College must reapply for admission if they wish to return to the College. These individuals will be considered as being returning students for purposes of registration during the initial term or semester.

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

Summer Session

The College may offer courses during the summer. Tuition and fees for the summer session differ from those of the fall and spring.

Terms and Semesters

Courses offered by the College vary in length. Basically, a 16-week semester schedule is maintained. Courses are also scheduled for accelerated 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 full-time 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 four or five courses taken during the 16-week term.

Students may develop a program of courses consisting solely of 8 or 16-week classes or may choose classes of both lengths. Students receiving VA benefits are advised to consult with the College Veterans advisor or VA representatives to assure that combinations of 8 and 16-week courses will result in the desire eligibility for benefits.

Withdrawing from Classes

Students intending to drop classes are advised to do so as soon as possible so that the maximum amount of tuition can be refunded (if applicable) and grading penalties can be avoided. Students formally withdrawing from classes (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 file. The courses then will not appear on the transcript as courses from which a student has withdrawn. After these periods, students will receive a W for the class providing they were making satisfactory progress (D level or better) at the time they officially withdraw from the class. An earned letter grade will apply in all other instances. The last day a student may withdraw from a class is the last day of instruction (not exam period).

Students who are registered for a course and fail to attend any two of the first three class sessions will be dropped from the course.

Instructional Programs

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 earn a Certificate of Completion, Certificate of Achievement and/or an Associate in Science degree in a vocational program;
- intending to transfer to a four year college to earn a bachelor's degree;
- interested 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.

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 interests of the class. (Pre-tests are not used in grading students.)

The College offers the *Associate in Arts Degree* in the *Liberal Arts*, and an *Associate in Science Degree* in *Accounting, Finance, Secretarial Science* and *Social Justice*.

Associate in Arts Degree

The Associate in Arts Degree is awarded to students who complete a general program of liberal arts courses which may be applied to meet baccalaureate degree requirements at a four year college or simply fulfill the general education interests of the student.

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.

Certificate Programs

The College offers certificate level programs which are designed to prepare students for entry level employment or upgrading of work skills in several vocational fields. These include Automotive Mechanics, Clerical Typing, Clerical Stenography, Clerical Accounting, Finance and Social Justice.

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

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

Students completing Certificate program requirements must successfully complete from 15 to 33 credits in specified fields and maintain a grade point average of 2.0. Residency requirements must also be met.

Associate in Science Degree

The Associate in Science Degree is awarded to students who successfully complete one of the vocational programs.

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

1. Completion of the required "core" courses 30-33 credits. (Check program requirements for specific courses.)
2. Completion of 15 to 17 credits in an area of specialization.
3. Completion of 12 credits in General Education (including the Liberal Arts) courses.
4. At least 12 credits, (the last 12 taken to meet degree requirements) must be completed at Windward.
5. A minimum grade point average of 2.0.

The College offers an Associate in Science Degree in Clerical Accounting, Finance, Secretarial Science, and Social Justice.

Majors

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

1. Liberal Arts (Associate in Arts Degree program)
2. Clerical Accounting (Certificate of Achievement and Associate in Science Degree program)
3. Automotive Mechanics (Certificate of Completion and Certificate of Achievement program)
4. Finance (Certificate of Achievement, Certificate of Completion, and Associate in Science Degree program)
5. Social Justice (Certificate of Completion, Certificate of Achievement and Associate in Science Degree program)
6. Secretarial Science (Associate in Science Degree program)
7. Clerical Typing (Certificate of Completion)
8. Clerical Stenography (Certificate of Achievement)

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

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

Military Science Courses

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

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 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's office.

Marine Option Program

The Marine Option Program promotes an awareness and understanding of the marine environment and of the impact of the marine sciences on all facets of life through academic study and the acquisition of a marine skill. The program enriches the general education of participating students and is available to students of all disciplines.

Students completing a prescribed program of study and demonstrating possession or acquisition of a marine skill may earn a Certificate of Completion in the Marine Option Program. Students complete either OCEAN 201 or ZOOLOGY 200 and two other approved marine-related courses. In addition, students must demonstrate possession or acquisition of an approved "marine skill" involving "hands-on" practical training in a marine-related activity.

For information about the program contact the Coordinator, Marine Option Program.

Curricula

Automotive Mechanics Program

Required core courses leading to the Certificate of Completion/Achievement—Automotive Mechanics
The program is designed to develop skills at two levels of proficiency to enable students to enter the automotive repair field. Upon the completion of one semester of study, the student can qualify to receive a Certificate of Completion and learn the necessary skills to seek a job as an automotive mechanic helper or service station attendant. If you choose, you can continue your studies and receive a Certificate of Achievement which will enable you to seek a job as an apprentice mechanic. The rapid advancement of technological knowledge has made it necessary for the person entering this field to have a thorough foundation in the mechanical and technical aspects of the trade. A person with interest and aptitude in this field who is properly trained should find ready employment. Cost of required tools and textbooks is approximately \$350.

Certificate of Completion—Automotive Mechanics (12 credits)

Course	Total Credits
AMT 020 Introduction to Automotive Mechanics	5
AMT 040B Fuel Systems	2
AMT 040C Electrical Systems	2
AMT 040E Ignition Systems	2
AMT 053B Brake Systems	1
	12

Certificate of Achievement—Automotive Mechanics (36 credits)

AMT 053C Brake Systems	2
AMT 060C Standard Transmission & Clutch	2
AMT 060D Differential and Rear Axle Systems	2
AMT 055 Suspension & Steering	3
AMT 050 Automatic Transmissions	3
AMT 030B Automobile Valve Servicing	3
AMT 030C Automobile Engine Reconditioning	3
AMT 060 Automobile Diagnosis and Repair	6
	24
	36



Business-Clerical Programs

Clerical Accounting

Required core courses leading to the Associate in Science Degree—Clerical Accounting Certificate of Achievement—Clerical Accounting (32 credits)

The Clerical Accounting program incorporates the Certificate of Completion—Clerical Typing. Upon Completion of the requirements for the Certificate of Completion—Clerical Typing and the following courses, students will be prepared for entry-level employment as account clerks.

Course	Total Credits
Required Clerical Core Courses:	
BMACH 020B Ten Key Adders	1
COMUN 145 Interpersonal Communications	3
ENG 055 Business Communications	3
OFPRO 040 Clerical Office Procedures	3
TYPW 020 Beginning Typewriting	3
TYPW 030 Intermediate Typewriting	3
	16

Required Clerical Accounting Core Courses:

ACC 024B Principles of Accounting I, Part 1	1
ACC 024C Principles of Accounting I, Part 2	2
ACC 025 Principles of Accounting II	3
ACC 026 Principles of Accounting III	3
ACC 032 Payroll Accounting	2
ACC 035 General Excise Tax	1
BMACH 020C Electronic Calculators	1
BUS 055 Computational Problems in Business	3
	16
	32

Associate in Science Degree—Clerical Accounting (60 credits)

Upon completion of the requirements for the Certificate of Completion—Clerical Typing, Certificate of Achievement—Clerical Accounting and the following courses, the student will be prepared for advancement on the career ladder in the accounting field.

The Associate in Science Degree requires the completion of 32 credits from the Required Core, 16 credits from the Area of Specialization, and 12 credits in General Education.

AREA OF SPECIALIZATION (Student selects 16 credits)

ACC 034B Income Tax Preparation	1
ACC 034C Income Tax Preparation for Small Business	2
ACC 093V Cooperative Education	1-8
ACC 201 Elementary Accounting I	3
ACC 202 Elementary Accounting II	3
BMACH 020D Rotary/Printing Calculators	1
BUS 020 Introduction to Business	3
BUS 022 Business Career Development	1
DPRO 025 Introduction to Data Processing	3
ECON 050 Business Economics	3
ECON 101 Consumer Economics	3
ECON 120 Introduction to Economics	3
ECON 150 Principles of Macroeconomics	3
ECON 151 Principles of Microeconomics	3
IS 105 Career Exploration and Planning	3
	16
	48

With the consent of the advisor, students may also elect courses from the Finance and/or Secretarial Science programs.

GENERAL EDUCATION (Students select 12 credits)

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

Clerical Typing/Clerical Stenography/Secretarial Science

Required core courses leading to the Associate in Science Degree—Secretarial Science Certificate of Completion—Clerical Typing (16 credits)

This program prepares students for entry-level positions as clerks, typists, and clerk-typists.

Course	Total Credits
BMACH 020B Ten Key Adders	1
COMUN 145 Interpersonal Communications	3
ENG 055 Business Communications	3
OFPRO 040 Clerical Office Procedures	3
TYPW 020 Beginning Typewriting	3
TYPW 030 Intermediate Typewriting	3
	16

Certificate of Achievement—Clerical Stenography (33 credits)

Students who finish the Certificate of Completion—Clerical Typing and the following courses, will be prepared for entry-level employment as stenographers.

ACC 024B Principles of Accounting I, Part 1	1
BMACH 020C Electronic Calculators	1
SHTHD 020B Beginning Theory, Part 1	2
SHTHD 020C Beginning Theory, Part 2	2
SHTHD 030 Intermediate Shorthand	3
TYPW 035 Machine Transcription	3
TYPW 030 Intermediate Typewriting	3
	15
	31

Associate in Science Degree—Secretarial Science (60 credits)

Upon completion of Clerical Typing and Clerical Stenography program requirements as well as the following courses, students will be prepared for entry-level employment in secretarial positions.

The Associate in Science Degree requires the completion of 31 credits from the Required Core, 17 credits from the Area of Specialization, and 12 credits in General Education.

AREA OF SPECIALIZATION (Student selects 17 credits)

ACC 024C Principles of Accounting I, Part 2	2
BUS 020 Introduction to Business	3
BUS 022 Business Career Development	1
DPRO 025 Introduction to Data Processing	3
IS 105 Career Exploration and Planning	3
OFPRO 020C Records Management	1
OFPRO 050 Secretarial Procedures	3
OFPRO 093V Cooperative Education	1-4
SHTHD 040 Advanced Shorthand	3
TYPW 051 Automatic Typewriter	1
TYPW 052 Introduction to Word Processing	3
	17
	48

NOTE: Other courses from the Clerical Accounting Program and the Finance Program may be substituted for Area of Specialization courses with the consent of the program advisor.

GENERAL EDUCATION (Student selects 12 credits)

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

Finance

Required core courses leading to the Associate in Science Degree—Finance

Certificate of Completion—Finance (16 credits)

A Finance program designed for students desiring entry-level positions in banks and savings and loan associations as file and accounting clerks, proof-machine operators, receptionists and teller trainees. A grade point average of 2.0 is required for this certificate.

Course	Total Credits
FIN 120 Survey of Financial Institutions	3
TYPW 020 Beginning Typewriting	3
BMACH 020B Ten Key Adders	1
OFPRO 040 Clerical Office Procedures	3
ENG 055 Business Communications	3
BUS 055 Computational Problems in Business	3
	16

Certificate of Achievement—Finance (30 credits)

A Finance program designed for students desiring entry-level positions as Passcard Payment operators, loan and note clerks, customer clerks and teller trainees. Fulfillment of the Certificate of Completion—Finance in addition to the following is necessary for this certificate. A grade point average of 2.0 is also required for the certificate.

FIN 121	Principles of Finance	3	
COMUN 145	Interpersonal Communications	3	
ACC 024B	Principles of Accounting I, Part I	3	
ECON 050	Business Economics	3	
OR			
ECON 101	Consumer Economics	3	
BUS 022	Business Career Development	1	14
BMACH 020C	Electronic Calculators	1	30

Associate in Science Degree—Finance (60 credits)
 Upon completion of the Certificates of Completion (16 credits) and Achievement (14 credits) in Finance as well as 18 credits in area of specialization for the Associate in Science Degree in Finance and 12 credits of General Education courses, students will be prepared for entry-level positions in financial institutions as commercial and note tellers, consumer loans and real estate loans officer trainees, escrow officer trainee. A grade point average of 2.0 is required for this degree.

AREA OF SPECIALIZATION

Required:

*Public Relations	3	
*Business Law	3	
DPRO 025	Introduction to Data Processing	3
		9
		39

Electives: (Student selects 9 credits)

ACC 025	Principles of Accounting II	3	
RE 100	Principles of Real Estate	3	
	*Principles of Insurance	3	
	*Consumer Lending	3	
	*Investments Strategies	3	
	*Management Functions	3	
	*Cooperative Education	Variable	9
			48

GENERAL EDUCATION (Student selects 12 credits)

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

*Courses in development, may be offered in 1980-81 academic year.

Social Justice Program

Required core courses leading to the Associate in Science Degree—Social Justice

Certificate of Completion—Social Justice		Course	Total Credits
SJUST 105	Survey of the Social Justice System	3	
SJUST 110	Correctional Systems & Operations	3	
SJUST 120	Introduction to Criminal Investigations	3	
ENG 100	Expository Writing	3	
COMUN 145	Interpersonal Communications	3	15
			15

Certificate of Achievement—Social Justice (33 credits)

SJUST 112	Processes of Law Enforcement, Judicial Systems & Corrections	3	
SJUST 113	Contemporary Practices in Corrections	3	
SJUST 114	Introduction to Criminology	3	
SJUST 115	Corrections in Hawaii	3	
Electives	(Independent Study, SJUST 100—Social Practice Orientation—Careers, or other appropriate choices from "field of specialization" courses)	6	18
			33

Associate in Science Degree—Social Justice (60 credits)

The Associate in Science Degree requires:
 33 credits from Required Core courses
 15 credits from Area of Specialization
 12 credits from General Education

AREA OF SPECIALIZATION (Student selects 15 credits)

Specialization courses are being developed. Students should refer to course schedules for additional information.

	15	15
		48

GENERAL EDUCATION (Student selects 12 credits)

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



Degree Requirements

Listed below are the present subject area offerings from which students may select courses to meet A.A. or A.S. degree requirements.

Communications and Related Fields

For the A.A. degree, 6 credits are required.
 3 credits must be in an English writing course from this group: ENG 100, 120, 130, 150, 170, 180, 210. (Foreign students may take ESL 100)
 3 credits are to be chosen from the remaining courses, but not an additional English writing course.

For the A.S. degree, COMUN 145 is a requirement. See the vocational program descriptions for additional requirements.

COMMUNICATION

(COMUN)	145, 200, 210, 221
ENGLISH (ENG)	001, 022, 055, 102
ENGLISH AS A SECOND LANGUAGE (ESL)	
	100
FRENCH (FR)	101, 102, 201, 202
HAWAIIAN (HAW)	101, 102, 201, 202
JAPANESE (JPNSE)	101, 102, 201, 202
JOURNALISM (JOURN)	205, 206
LEARNING SKILLS (LSK)	030
LINGUISTICS (LING)	102
SPEECH (SP)	251

Humanities, Arts, and Related Fields

For the A.A. degree, 6 credits are required (select from two different subject fields).
 For the A.S. degree, 3 credits are required.

AMERICAN STUDIES (AMST) 201, 202

ART 101, 105, 105B, 107, 108, 109

DANCE 150

DRAMA 101, 221, 222, 260, 264

ENGLISH LITERATURE (ENG) 250, 251, 252, 253, 254, 255, 256, 257, 024, 231

HAWAIIANA (HAWNA)

HEALTH, PHYSICAL EDUCATION AND RECREATION (HPER) 101, 103, 104, 107, 108, 110, 115, 124, 125, 135, 137, 174

HISTORY (HIST) 023, 151, 152, 224, 225, 241, 242, 281, 282

MUSIC (MUS) 050, 102, 121B, 121C, 121F, 122C, 122F, 160, 170, 180

PHILOSOPHY (PHIL) 100, 120, 200, 201

RELIGION (REL) 150, 151, 155, 205

Natural Sciences and Related Fields

For the A.A. degree, 7 credits are required.
 One course must be from the physical sciences area and one from the biological sciences.
 One of these courses must be a 4-credit lab/fieldtrip course.
 For the A.S. degree, 3 credits are required.

Biological Sciences & Related Fields:

BIOLOGY (BIOL)	100
BOTANY (BOT)	101, 130, 181
SCIENCE (SCI)	121, 124
ZOOLOGY (ZOO)	101, 107, 200
INTERDISCIPLINARY STUDIES (IS)	261

Physical/Related Sciences:

CHEMISTRY (CHEM)	100, 100L, 151, 151L, 171, 171L
GEOGRAPHY (GEOG)	101
GEOLOGY/GEOPHYSICS (GC)	101, 102, 200, 201, 210, 211
OCEANOGRAPHY (OCEAN)	201, 202, 209
INTERDISCIPLINARY STUDIES (IS)	261

Quantitative Reasoning (Math and Related Fields)

For the A.A. degree, 3 credits are required in a course numbered 100 or above.
 For the A.S. degree, 3 credits are required.

MATHEMATICS (MATH)	001, 007, 025, 027, 035, 050, 100, 120, 123, 125, 126, 173, 202, 205, 206, 231
PHILOSOPHY (PHIL)	210

Social Sciences and Related Fields

For the A.A. degree, 6 credits are required; select two courses in different subject fields.
 For the A.S. degree, 3 credits are required.

ANTHROPOLOGY (ANTH)	150, 200, 210, 215
BOTANY (BOT)	105
ECONOMICS (ECON)	050, 101, 120, 150, 151
GEOGRAPHY (GEOG)	102, 151
INTERDISCIPLINARY STUDIES (IS)	102, 105, 108, 261
POLITICAL SCIENCE (POLSC)	110, 180, 220, 230, 270
PSYCHOLOGY (PSY)	100, 110, 220
SOCIAL SCIENCE (SSCI)	101, 110, 120, 130, 220, 225, 230
SOCIOLOGY (SOC)	100, 200, 220
WOMEN'S STUDIES (WS)	130

Non-Traditional Technical Fields (Applied Sciences)

For the A.A. degree, there are no Applied Science requirements. Up to 12 credits in this category may be counted as electives for the A.A. degree, however no more than a total of 12 credits in courses numbered below 100 will apply to the A.A. degree.
 For the A.S. degree, see individual vocational program description for requirements.

ACCOUNTING (ACC)	024B, 024C, 025, 026, 032, 034B, 034C, 035, 093V, 201, 201L, 202, 202L
AUTOMOTIVE TECHNOLOGY (AMT)	020, 030B, 030C, 040B, 040C, 040E, 050, 053B, 053C, 055, 059, 060C, 060D, 020, 022, 055
BUSINESS (BUS)	
BUSINESS MACHINES (BMACH)	020B, 020C
DATA PROCESSING (DPRO)	025
ECONOMICS (ECON)	050
ENGLISH (ENG)	055
FINANCE (FIN)	120, 121
OFFICE PROCEDURES (OFFPRO)	020C, 040, 050, 093V
REAL ESTATE (RE)	100
SHORTHAND (SHTHD)	020B, 020C, 030, 040
SOCIAL JUSTICE (SJUST)	100, 105, 110, 112, 113, 114, 115, 120
TYPEWRITING (TYPW)	020, 030, 035, 040, 051, 052

Course Descriptions

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

Credit

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

Course Numbering

Each course is designated by an abbreviation which stands for the subject area of the course, followed by a number. Courses numbered below 100 may not be accepted in transfer to 4-year colleges.

ACCOUNTING (ACC)

ACC 024B Principles of Accounting I, Part 1 (1)

Introduction to the basic structure of accounting; debiting and crediting; types of accounts and business transactions for a cash basis service organization.

ACC 024C Principles of Accounting I, Part 2 (2)

Introduction to the basic structure of accounting; debiting and crediting; types of accounts and business transactions for an accrual basis merchandising organization.

ACC 025 Principles of Accounting II (3)

A continuation of financial accounting with emphasis on accounting for inventories, plant and equipment, intangible assets, investments, long-term liabilities and owner's equity for partnerships and corporations; on financial accounting principles; and on preparing the statement of changes in financial position.

Prerequisite: ACC 024B and ACC 024C.

ACC 026 Principles of Accounting III (3)

An introduction to managerial accounting including the following major topics: analysis of financial statements, cost-volume-profit analysis, cost accounting for manufacturers, budgeting, branch/department accounting and income taxes. Designed for individuals in a clerical-related program or occupational field.

Prerequisite: ACC 025.

ACC 032 Payroll Accounting (2)

An introduction to the principles and procedures of payroll accounting and the related principles, procedures and terminology of various payroll taxes.

Prerequisite: ACC 024, ACC 201 or equivalent.

ACC 034B Income Tax Preparation (2)

An introduction to the principles, procedures, terminology, and personal applications of the Federal and Hawaii income tax.

ACC 034C Income Tax Preparation for Small Business (1)

An introduction to the principles, procedures, terminology, and basic small business applications to the Federal income tax.

Prerequisite: ACC 034B.

ACC 035 General Excise Tax (1)

An introduction to Hawaii general excise and use tax law including preparation of application for license and monthly, quarterly and annual returns.

Prerequisite: ACC 024 or equivalent.

ACC 093V Cooperation Education (1-4)

A work-study course providing opportunities to reinforce skills learned in accounting and business classes by applying them in an actual job situation. Related instructional seminars are provided. May be repeated for credit to a maximum of 8 credits.

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

ACC 201 Elementary Accounting I (3)

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

ACC 201L Elementary Accounting I Laboratory (1)

An optional laboratory course designed for students enrolled in ACC 201.

ACC 202 Elementary Accounting II (3)

Introduction to methods for evaluating financial performance, including cost accounting, budgeting, break even analysis, ratio analysis, and sources and uses of funds.

Prerequisite: ACC 201.

ACC 202L Elementary Accounting II Laboratory (1)

An optional laboratory course designed for students enrolled in ACC 202.

AMERICAN STUDIES (AMST)

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.

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.

AUTOMOTIVE MECHANICS TECHNOLOGY (AMT)

AMT 020 Introduction to Automotive Mechanics (5)

This course is designed to help a student evaluate and apply technical information to perform, and attain competencies, at the basic level of instruction, preventive and corrective maintenance tasks related to the automotive electrical systems, power train, brakes, steering and suspension systems, engine and cooling systems, ignition, fuel and exhaust systems. Additionally the student will evaluate automotive career information to assist him in planning his career goal. Demonstrated competencies in safety practices as applied to the use of material, analysis and application of technical information and the metric system of measurement for automotive work are requirements for the completion of the course.

AMT 030B Automobile Valve Servicing (3)

The student will demonstrate a working knowledge in the performance of intermediate skill level tasks related to servicing the cylinder head and valve train.

AMT 030C Automobile Engine Reconditioning (3)

The student will demonstrate competencies in the working knowledge and performance of intermediate skill level tasks related to reconditioning of automotive engines.

AMT 040B Fuel Systems (2)

This course is designed to provide the student with a working knowledge in the performance of intermediate skill level tasks related to component replacement, trouble diagnosis and repair of fuel and emission control systems.

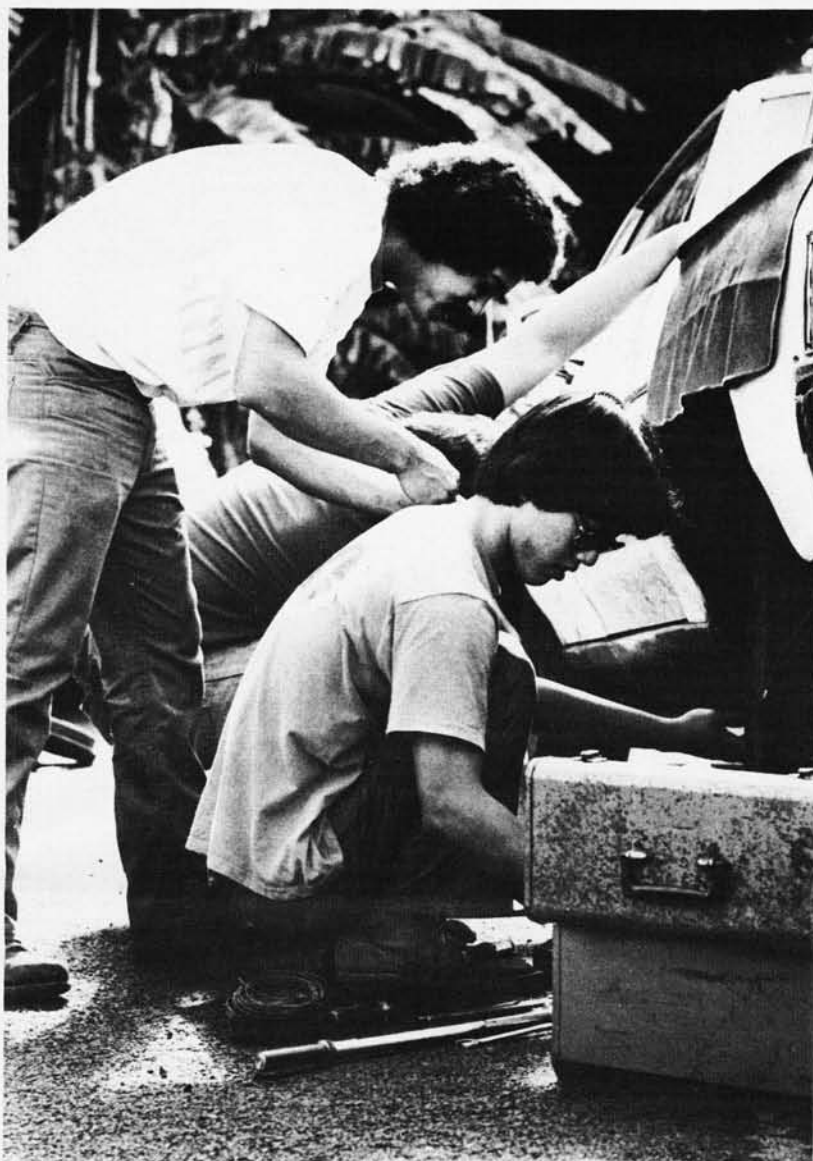
AMT 040C Electrical Systems (2)

In this course, the student will demonstrate working knowledge of electrical terms, circuits, and test instruments and perform intermediate skill level tasks related to automotive starting, charging, lighting, and other electrical safety, convenience and comfort systems.

AMT 040E Ignition Systems (2)

The student will demonstrate a working knowledge in the performance of intermediate skill level tasks related to ignition systems.



**AMT 050 Automatic Transmissions (3)**

The student will demonstrate competencies in the working knowledge and performance of intermediate skill level tasks related to servicing of automotive transmissions.

AMT 053B Brake Systems (1)

The student will demonstrate competencies in the working knowledge and performance of intermediate skill level tasks related to automotive brake systems and component repairs.

AMT 053C Brake Systems (2)

The student will demonstrate competencies in the working knowledge and performance of advanced skill level tasks related to automotive brake systems and component repairs.

AMT 055 Suspension and Steering Systems (3)

The student will demonstrate competencies in the working knowledge and performance of intermediate skill level tasks related to steering and suspension system component repairs and replacement.

AMT 060 Automotive Diagnosis and Repair (6)

The student will demonstrate competencies in the working knowledge and performance of intermediate skill level tasks related to diagnosis and repair of all major automotive systems with particular emphasis on tune up and drivability related problems.

AMT 060 Standard Transmission and Clutch (2)

The student will demonstrate competencies in the working knowledge and performance of intermediate skill level tasks related to standard transmissions and clutches.

AMT 060D Differential and Rear Axle Systems (2)

The student will demonstrate competencies in the working knowledge and performance of intermediate skill level tasks related to differential, rear axle, and drive line systems.

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

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

ANTH 200 Cultural Anthropology (3)

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

ANTH 210 Archaeology (3)

Introduction to prehistoric archaeology; methods and techniques of excavation and analysis; brief survey of human culture growth in prehistoric times. Optional field project.

ANTH 215 Physical Anthropology (3)

Introduction to physical anthropology; topics include primatology, fossil humans, heredity, modern humans, human growth and constitution. Prior course in biology recommended.

ART (ART)**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.

ART 105 Elementary Studio: Ceramics (3)

An introduction to clay as an art medium. Emphasis on basic hand-building techniques and on decorating, glazing and firing of ceramic pieces.

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

Introduction to the use of the potter's wheel. Emphasis on techniques of forming basic wheelthrown shapes on the electric or kick wheel. Emphasis also on decorating, glazing and firing of ceramic pieces.
Prerequisite: ART 105.

ART 107 Elementary Studio: Photography (3)

An introduction to black and white photography emphasizing a variety of picture-making techniques. Assignments and field trips. Student provides 35mm/120mm camera and materials. Approximate cost of materials—\$35.

ART 108 Elementary Studio: Drawing and Painting (3)

Introduction to techniques of drawing and painting. Emphasis on the artistic creativity of the individual. Basic principles of design and elements of form will be explained.

ART 109 Elementary Studio: Drawing and Painting—Eastern (formerly ART 197) (3)

Introduction to Eastern and contemporary ink brush techniques of drawing and painting. Emphasis on the artistic creativity of the individual. Basic principles of design and elements of form will be explained.

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

Introduction to structure and functions of cells, organs, systems of the human body. Topics related to physical fitness, nutrition, health and disease. For non-science majors. Students who have received credit for or are currently enrolled in ZOOL 101 may not receive credit for BIOL 100.

BUSINESS MACHINES (BMACH)**BMACH 020B Ten-Key Adders (1)**

Individualized instruction in attaining speed, accuracy, operation of ten-key adder. Practical applications are used.

Prerequisite: MATH 001 or equivalent.

BMACH 020C Electronic Calculators (1)

Individualized instruction in use of the electronic calculator. Practical applications are used. Memory units, storage registers, automatic decimal controls are introduced.

Prerequisite: MATH 001 or equivalent.

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

Introduction to plant structure, function, reproduction and evolution; plants in relation to the environment and human activities. Lecture/laboratory/research project/field trip course.

BOT 105 Ethnobotany (3)

Hawaiian plants, native and early-introduced, and their role in Hawaiian life; particularly during Pre-Cook period. Lecture, field trips.

BOT 130 Plants in the Hawaiian Environment (4)

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

BOT 181 Plant Sea Life (4)

Introduction to morphology, taxonomy and ecology of algae; identification and marine agronomic utilization of Hawaiian and other algae. Lecture/laboratory/field trip course. Offered Spring semester.

BUSINESS (BUS)**BUS 020 Introduction to Business (3)**

Fundamental principles of economics, types of business organizations, principles of management, managerial controls and records, money and banking, insurance, marketing, and the relationship of business to its environments.

BUS 055 Computational Problems in Business (3)

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

Prerequisite: MATH 001 or equivalent; BMACH 020C.

CHEMISTRY (CHEM)**CHEM 100 Chemistry and Man (3)**

Non-mathematical introduction to chemistry. Basic concepts and their relationship to the modern world. Open to students with previous college chemistry.

CHEM 100L Chemistry and Man Laboratory (1)

Experiments in everyday chemistry.
Prerequisite: Credit or registration in CHEM 100.

CHEM 151 Elementary Survey of Chemistry (3)

A non-rigorous but adequate background in fundamentals of chemistry. Suitable as preparation for CHEM 171 or for technical training in the life sciences.

CHEM 151L Elementary Survey of Chemistry Laboratory (1)

Experiments introducing laboratory techniques and illustrating chemical principles; supplemented by films, demonstrations, problem sessions.
Prerequisite: Credit or registration in CHEM 151.

CHEM 171 General Chemistry (4)

Basic principles of chemistry. Introduction to concepts of chemistry including electronic structure, chemical bonding, solutions, kinetics, equilibrium, phase change and energy changes in matter.
Prerequisites: 2 yrs. of high school algebra or MATH 025 or 027; 1 yr. of plane geometry or MATH 035; high school chemistry, satisfactory score on a screening exam, or CHEM 151.

CHEM 171L General Chemistry Laboratory (1)

Laboratory experiments illustrating fundamental principles of chemistry.
Prerequisite: Credit or registration in CHEM 171.

**COMMUNICATIONS (COMUN)****COMUN 145 Interpersonal Communications (3)**

Introduction to theory and practice of interpersonal communication. Emphasis on practical application of theory to improve communication skills, interpersonal relationships, and reduce communication breakdowns.

COMUN 200 Communication Process and Theories (3)

Introduction to communication theories through study of models. Analysis of communication behaviors through a systems approach to describe, predict, and evaluate outcomes.

COMUN 210 Intercultural Communications (3)

Introduction to social, psychological, cultural variables which affect communication between individuals from different cultures or sub-cultures. Theories and practice.

Prerequisite: COMUN 145 or permission of instructor or staff counselors.

COMUN 221 Communication in Small Groups (3)

Theory and practice of small group discussion. Techniques of problem-solving and leadership in task-oriented groups.

Prerequisite: COMUN 145 or consent of instructor, or consent of staff counselor.

DANCE (DANCE)**DANCE 150 Introduction to Dance (3)**

Study of basic theories of human movement and phenomenon of dance as an art form, particularly in Western culture. Representative dance styles and outstanding personages are covered. Not a performance course, but students are expected to participate in in-class movement sessions. Attendance of at least two dance concerts is required.

DATA PROCESSING (DPRO)**DPRO 025 Introduction to Data Processing (3)**

Introductory course in data processing covering historical development, terminology, business applications, and some basic programming.

Prerequisite: ENG 001 or equivalent.

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

Study of changing forms in theatre and dramatic literature via representative plays; introduction to theatrical production. Attendance of at least 3 plays is required; field trip to theatre district.

DRAMA 221 Acting I (3)

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

DRAMA 222 Acting II (3)

Performance course concentrating on exploration of character creation; continued work on voice, relaxation, self-realization. Attendance of at least 4 plays is required.

DRAMA 260 Dramatic Production (3)

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

DRAMA 264 Introduction to Asian Theatre (3)

Introduction to history, dramatic literature, performance techniques of major theatre forms of India, Southeast Asia, China, Japan. Attendance of at least one Asian theatrical performance is required.

ECONOMICS (ECON)

ECON 050 Business Economics (3)

A study of the structure and operation of the American economy stressing economic forces governing prices, competition and monopoly, and distribution of income.

ECON 101 Consumer Economics (3)

A review of basic economic concepts including consumer behavior, and the interrelationship between consumers, businesses and government. An application of economic principles to personal finance, investments and taxes.

ECON 120 Introduction to Economics (3)

Provides general understanding of functioning of economic systems, including various approaches to organizing production and allocation of resources, and of policies designed to achieve national economic goals.

ECON 150 Principles of Macroeconomics (3)

An introduction to the field of macroeconomic issues: unemployment, inflation, economic development and income distribution. Emphasis on unemployment and inflation—causes and possible solutions. Detailed analysis of fiscal and monetary policy; emphasis on the methods of analysis, the conclusions and the implications for economic policies.

ECON 151 Principles of Microeconomics (3)

An introduction to the field of microeconomics by analyzing in detail how individuals and businesses make decisions. Analysis includes: how consumers better themselves through market exchanges and financial investments; how prices, outputs, and profits are determined within business firms; and the impacts which government policies have on consumers and businesses.

ENGLISH (ENG)

ENG 001 Basic Reading (3)

Helps student improve reading ability. Emphasizes vocabulary development, improved comprehension, more positive attitude toward reading. For students reading below 11th grade level. Course may be repeated upon consent of instructor.

Prerequisite: 52 or below on Nelson-Denny Reading Test.

ENG 022 Introduction to Expository Writing (3)

A "refresher course" focusing on grammatical form, organization, writing well formed sentences and paragraphs.

ENG 055 Business Communications (3)

A business communication course designed to develop skills in listening, speaking, and writing in the business office environment. Emphasis on effectively communicating through letters and report writing and the use of correct style and formats. This course will be useful for business students as well as those desiring a refresher course.

Prerequisite: ENG 022; TYPW 020.

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.

ENG 102 College Reading Skills (3)

Emphasizes speed, vocabulary, comprehension, critical reading. Develops skimming, scanning, study reading techniques. For students reading at 11th grade level or above. Course may be repeated upon consent of instructor.

Prerequisite: 53 or above on Nelson-Denny Reading Test.

ENG 120 Exposition and Autobiography (3)

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

ENG 130 Problem-Solving and Argument on Contemporary Issues (3)

A composition course featuring problem solving and resolution of issues in a controversy. Emphasis is placed on identification of problems and argument in support of courses of action. Unity, development, organization, continuity and other basic writing skills necessary for college writing are stressed.

ENG 150 Exposition and Study of the Past (3)

A composition course focusing on the writing of essays that analyze and compare ideas and issues raised from past civilizations and other cultures. Unity, development, organization, continuity and other basic writing skills necessary for college writing are stressed.

ENG 170 Language and the Visual Media (3)

A composition course focusing on analysis of assorted visual media and of the role language plays in films, television and advertising. Unity, development, organization, continuity and other basic writing skills necessary for college writing are stressed.

ENG 180 Continuing Writer's Workshop (3)

A writing course to maintain and develop the skills acquired in English 100 or its equivalent. Students will write regular and frequent papers, all of which will be read and discussed by the group. The course is largely student-run. It stresses writing for an audience and revising in response to criticism. Students are expected to set individual and group writing goals and to help each other work toward them. Occasional guest speakers will discuss the craft of writing, writing for publication, and writing as a vocation.

Prerequisite: Completion of one course in the English 100 to 170 series. Recommendation of the English teaching staff on the basis of unusually high scores in writing placement tests.

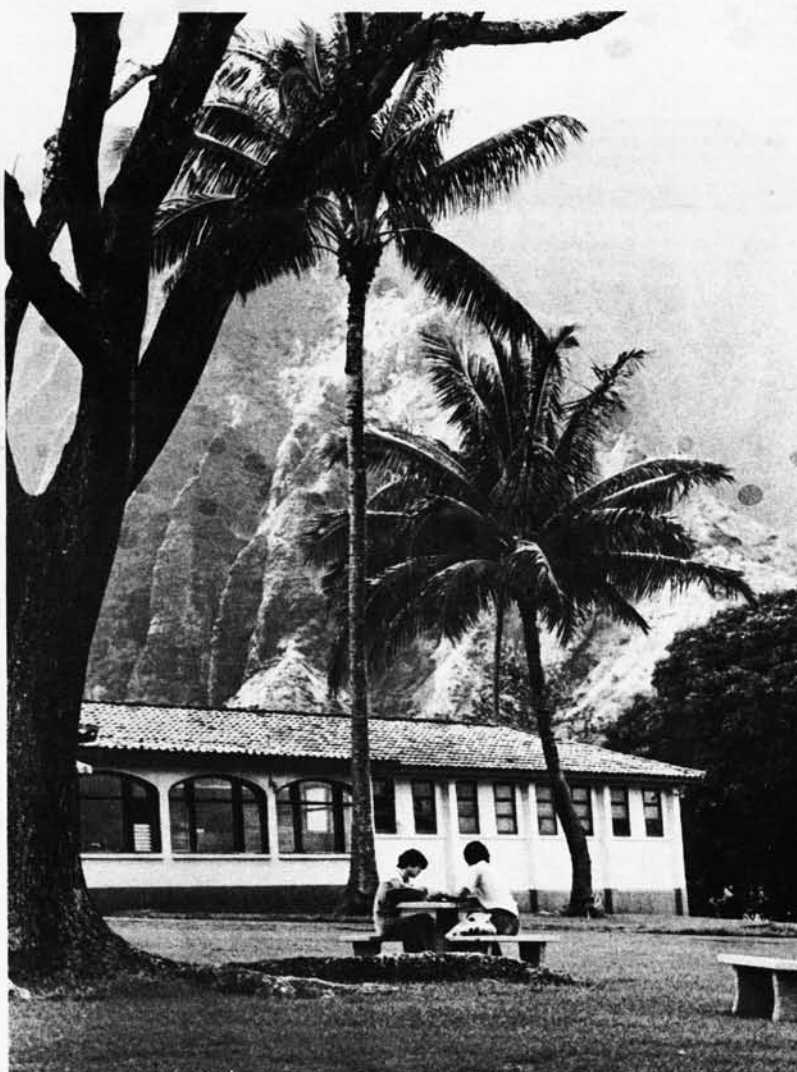
ENG 210 The Research Paper (3)

Practice in skills needed in writing "term papers" and "research papers": methods of gathering and evaluating primary and secondary evidence and of presenting arguments in convincing and logical expository prose.

Prerequisite: ENG 100 or equivalent.

ENG 250 Major Works of American Literature (3)

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



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

An introductory literature course including major British plays, prose and poetry from the Anglo-Saxon period to the Seventeenth Century. Emphasis is placed on discussion of and writing about characteristics and themes of the works. Offered alternate years.

ENG 252 Major Works of British Literature (1800 to Present) (3)

An introductory literature course including major British plays, novels and poetry from the Nineteenth Century to the present. Emphasis is placed on discussion of and writing about characteristics and themes of the works. Offered alternate years.

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.

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.

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.

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.

ENG 257 Themes in Literature (3)

Selected topics in literature drawn from a cross section of literary types and periods.

ENGLISH AS A SECOND LANGUAGE (ESL)**ESL 100 Expository Writing: A Guided Approach (3)**

A composition course with emphasis on extensive practice in writing essays. Focus is on unity, development and useful grammatical structures which makes an essay effective. (May fulfill English composition requirement only for non-native speakers of English).

FINANCE (FIN)**FIN 120 Survey of Financial Institutions (formerly FIN 020) (3)**

Course designed to give student an understanding of the operations of financial institutions and of the interrelationships between their operations and economic activity.

FIN 121 Principles of Finance (formerly FIN 030) (3)

A study of the structure and operation of Business Finance, Consumer Finance, International Finance, Public Finance and Public Policy.
Prerequisite: FIN 120.

FRENCH (FR)**FR 101 Elementary French I (4)**

An elementary course in conversation, laboratory drill, grammar and reading. Offered Fall term only.

FR 102 Elementary French II (4)

Continuation of FR 101. Offered Spring term only.
Prerequisite: FR 101.

FR 201 Intermediate French I (3)

Second level course in French covering reading, conversation, laboratory drill and composition. Offered Fall term only.
Prerequisite: FR 102.

FR 202 Intermediate French II (3)

Continuation of FR 201. Offered Spring term only.
Prerequisite: FR 201.

GEOGRAPHY (GEOG)**GEOG 101 Man's Natural Environment (3)**

Survey of the natural environment; distribution and interrelationships of elements of Earth's Ecosystem; air, water, land and organisms; lab problems in map interpretation and environmental analysis. Meets Natural Science Requirement.

GEOG 102 World Regional Geography (3)

Designed to acquaint the student with the cultural regions of today's world, with emphasis on the interrelationships and interactions of each region's ideological, economic, political and physical elements.

GEOG 151 Geography and Contemporary Society (3)

Elements of population geography and urban studies, economic geography and resource management; application to current problems of developed and underdeveloped countries.

GEOLOGY AND GEOPHYSICS (GG)**GG 101 Introduction to Geology (4)**

Man's natural physical environment; the landscape, rocks and minerals; rivers and oceans; volcanism, earthquakes, and other processes inside the earth; effects of man's use of the earth and its resources; and topographic and geologic maps. Weekly lab sessions and occasional field trips.

GG 102 General Geology and Geophysics (4)

Measurement of geologic time; origin and history of continents and oceans; earth's interior and continental drift; origin of life and its evolution in response to past climates, environments, and other life; geologic history of vertebrate animals including man; and study of geologic maps; fossils; water, fuel, and ore deposits. Weekly lab sessions and occasional field trips.



HAWAIIAN STUDIES (HAWNA)

HAWNA 024 Hawaiian Culture (3)

Hawaiian cultural values as they were portrayed in the social, economic, political, psychological, religious systems of ancient Hawai'i; and the changes they underwent through time. Non-college transfer level.

HAWNA 231 Hawaiian Culture (3)

Hawaiian cultural values as they were portrayed in the social, economic, political, psychological, religious systems of ancient Hawai'i; and the changes they underwent through time. College transfer level.

HISTORY (HIST)

HIST 023 Contemporary Civilization and World Issues—A Hawaiian Perspective (formerly HUM 052) (3)

A course designed to develop understanding of historical bases of present and future. The transformation of Hawaii is used as a case study for understanding such historical forces as transition from a self-sufficient agrarian society to an international, growth-oriented one.

HIST 151 World Civilization I (3)

A survey course focusing on significant historical events and patterns of development in world civilizations from the prehistoric period to the 1500's.

HIST 152 World Civilization II (3)

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

HIST 224 History of Hawaii I (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 the cultural values of ancient Hawaii and on the impact of other nations during this period.

HIST 225 History of Hawaii II (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.

HIST 241 Civilizations of Asia I (3)

A survey course covering the development of the major civilizations of East Asia, South and Southeast Asia and historical personages and events from the earliest periods to the 1500's.

HIST 242 Civilizations of Asia II (3)

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

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.

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.

**GG 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.

GG 210 Oahu Field Geology (1)

A series of approximately 12 weekly one-half day field trips and laboratory studies (usually Saturday a.m.) relating to the Geology of Oahu. This course is designed to supplement GG 200 and concurrent registration is strongly recommended. Offered Spring semester only.

GG 211 Big Island Field Geology (1)

A four-day field trip on the island of Hawaii. A survey of Hawaiian volcanic processes is illustrated by studying Kilauea, Mauna Kea, Hualalai and Kohala volcanoes. Students are responsible for air and ground transportation, meals, and lodging. Completion of GG 200 or a college level geology course is recommended.

GG 212 Maui Field Geology (1)

A four-day field trip on the island of Maui. A survey of Hawaiian volcanology and geomorphology illustrated by field studies of Haleakala and West Maui volcanoes. Students are responsible for air and ground transportation, meals, and lodging. Completion of GG 200 or a college level geology course is recommended.

GG 213 Moloka'i, Lana'i and Kahoolawe Field Geology (1)

A four-day field trip on the islands of Moloka'i and Lana'i. Field studies of East Moloka'i, West Moloka'i, Makenalua (Kalaupapa) and Lana'i volcanoes, and directed reading on Kahoolawe volcano. Students are responsible for air and ground transportation, meals, and lodging. Completion of GG 200 or a college level geology course is recommended.

GG 214 Kauai and Niihau Field Geology (1)

A four-day field trip on the island of Kauai. Field studies of Koke (Waimea Canyon), Koloa, and Hanalei areas and directed reading on Niihau geology. Students are responsible for air and ground transportation, meals, and lodging. Completion of GG 200 or a college level geology course is recommended.

HAWAIIAN (HAW)

HAW 101 Elementary Hawaiian I (4)

An elementary course in the Hawaiian language which focuses on rules of grammar, the building of an adequate vocabulary to facilitate conversation and reading of selected materials at an elementary level and pattern drills. Offered Fall semester only.

HAW 102 Elementary Hawaiian II (4)

Continuation of HAW 101. Offered Spring semester only.

Prerequisite: HAW 101.

HAW 201 Intermediate Hawaiian I (4)

Continuation of HAW 102 with emphasis on increasing proficiency in use of major sentence patterns in reading, writing, conversation and translation. Offered Fall semester only.

Prerequisite: HAW 102.

HAW 202 Intermediate Hawaiian II (4)

Continuation of HAW 201. Offered Spring semester only.

Prerequisite: HAW 201.

HEALTH, PHYSICAL EDUCATION AND RECREATION (HPER)

HPER 101 Physical Fitness (1)

Designed to improve physical fitness levels through an intensive program of physical activity. Programs developed in exercise, jogging, weight training, universal gym.

HPER 103 Swimming: Beginning (1)

Instruction in basic strokes and personal safety skills. Minimum goal is drownproofing; optimum goal is to learn to enjoy swimming as a recreational activity.

Prerequisite: Physical examination and appropriate swimming attire first day of class.

HPER 104 Swimming: Intermediate (1)

Refinement of basic strokes with added emphasis on swimming for distance. Continued work on personal safety skills including basic rescues and water safety.

Prerequisite: Ability to swim 25 yards continuously. Physical examination and appropriate swimming attire required by first day of class.

HPER 107 Tennis: Beginning (1)

Designed to acquaint the student with the basic rules and etiquette of tennis; forehand and backhand strokes, serving, volleying, singles and doubles play.

HPER 108 Tennis: Advanced (1)

Second level course, designed to perfect basic strokes, chops, volley and lobs. Physical conditioning and court strategy for singles and doubles play.

Prerequisite: HPER 107/or ability to demonstrate mastery of the basic skills and techniques described in HPER 107.



HPER 110 Golf: Beginning (1)

Introductory course in golf covering rules of the game, etiquette, grip, stance, driving, putting, iron shots and approach shots. Green fees may be applicable.

HPER 115 Bowling (1)

Introduction to and refinement of approach, arm swing, spare pick up, rules and etiquette. Student pays lane fees.

HPER 124 Dances of Hawaii I (1)

Beginning course in hula covering fundamental steps and movements of the dance with and without instruments.

HPER 125 Dances of Hawaii II (1)

Second level course in hula focusing on more complex steps and dances. Dances using instruments will be stressed.

Prerequisite: HPER 124 or consent of instructor.

HPER 135 Volleyball (1)

A basic course in volleyball designed to help the student acquire knowledge of the rules of the game and acquire skills in serving, passing, setting up, spiking, blocking and developing offensive and defensive team strategy.

HPER 137 Basketball (1)

Introductory course in basketball covering game rules, offensive and defensive strategies and plays, passing, shooting, dribbling, rebounding.

HPER 174 Senior Lifesaving (2)

Course designed to provide knowledge of lifesaving skills for personal safety and safety of others. Includes Red Cross Basic rescue, Water Safety and Advanced Lifesaving certification.

Prerequisite: Strong basic strokes, swim 440 yards. Physical examination required.

INTERDISCIPLINARY STUDIES (IS)

IS 102 Creative Problem-Solving (3)

A course to familiarize the student with a variety of approaches and techniques used in the problem-solving process. Emphasis on experiential learning through which students participate in problem-solving situations which enable them to assess and compare techniques.

IS 105 Career Exploration and Planning (3)

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

IS 108 Values Clarification (3)

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

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

People's impact on the quality of coastal and open ocean environments, especially Hawaiian. People's effect on various ecosystems as a function of scientific, legal and socio-economic processes. Seminars on problems of ocean pollution and current developments in ocean technology. Offered alternate years. Recommended preparation: Credit or concurrent registration in OCEAN 201, ZOO 200, or SCI 124.

JOURNALISM (JOURN)

JOURN 205 Newswriting (3)

An introductory course in newswriting, reporting and journalistic ethics.

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

JOURN 206 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.

JAPANESE (JPNSE)

JPNSE 101 Elementary Japanese I (4)

Covers rules of grammar, vocabulary sufficient to enable reading of selected materials, conversation at elementary level. Provides for recognition, writing of ideographic characters. Offered Fall semester only.

JPNSE 102 Elementary Japanese II (4)

Continuation of JPNSE 101. Offered Spring semester only.

Prerequisite: JPNSE 101 or knowledge of kana.

JPNSE 201 Intermediate Japanese I (4)

Continuation of JPNSE 102. Emphasis on increasing proficiency in use of major sentence patterns in reading, writing, conversation. Offered Fall semester only.

Prerequisite: JPNSE 102 or equivalent.

JPNSE 202 Intermediate Japanese II (4)

Continuation of JPNSE 201. Offered Spring semester only.

Prerequisite: JPNSE 201 or equivalent.

LINGUISTICS (LING)

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 languages. Data from different languages will be examined and various patterns in language structure and use will be discovered.

LEARNING SKILLS (LSK)

LSK 030 College Study Skills (3)

Assists student in having positive college experience. Deals with beliefs, habit patterns, and study skills that relate to student's educational achievement.

MATHEMATICS (MATH)

MATH 001 Basic Mathematics (4)

Numeration, whole numbers, fractions, decimal numerals, percent, measures, ratio and proportion, averages, medians, squares, square roots, integers.

MATH 007 The Pocket Calculator and Mathematical Applications (1)

Operation, utilization, and applications of hand calculator. Computation of various levels of arithmetic expressions and higher level mathematical applications. Conversions within and between fractions, decimals, and percentages.

Prerequisite: Math 001 or equivalent.

MATH 025 Elementary Algebra (4)

Introduces the basic structure of algebra. Topics include number systems and properties, equations, polynomials, factoring, systems of equations, inequalities, exponents, radicals, fractional expressions, quadratic functions and equations. Approximately equivalent to first year high school algebra.

Prerequisite: MATH 001 or equivalent.

MATH 027 Intermediate Algebra (4)

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

Prerequisite: MATH 025 or equivalent.

MATH 035 Unified Geometry (4)

Points, lines, planes, angles, proofs, parallelism, polygons, congruence, quadrilaterals, similarity, graphs, distances, transformations, area, volumes.

Prerequisite: MATH 027 or equivalent.

Note: MATH 001/025/027/035 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. The courses do not meet AA degree Quantitative Reasoning requirements.

MATH 050 Technical Mathematics I (3)

Reinforcement of skills and understanding of basic mathematics, algebra, and geometry through applications of mathematical principles to consumer problems.

Prerequisite: Math 001 or equivalent.

MATH 100 Survey of Mathematics (3)

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

Prerequisite: MATH 025, or one year of high school algebra or equivalent.

MATH 120 Pre-Calculus: College Algebra (4)

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

Prerequisite: MATH 027 or equivalent.

MATH 123 Pre-Calculus: Trigonometry (3)

A functional approach to trigonometry including trigonometric functions, angles, triangles, inverses, trigonometric identities and equations, graphs, and applications.

Prerequisite: MATH 120 or equivalent.

MATH 125 Pre-Calculus: Trigonometry & Analytic Geometry (5)

A functional approach to trigonometry and analytic geometry. Relations, functions, transformations, circular functions, inverse functions, identities, triangles, vector applications, complex numbers, graphs, polar coordinates, conic sections, three-dimensional vectors, planes, spheres, surfaces, curves.

Prerequisite: MATH 120 or equivalent.

MATH 126 Pre-Calculus: Analytic Geometry (3)

Study of the elements of analytic geometry of the plane and space including vectors, the conic sections, parametric equations, vector operations, Cartesian and Polar coordinate systems.

Prerequisite: MATH 120 or equivalent.

MATH 173 Introduction to Linear Algebra (3)

Algebra of matrices, system of linear equations, vector operations, real vector spaces and transformations.

Prerequisite: MATH 120 or equivalent.

MATH 202 Probability and Statistics (4)

Provides various analytical implements to facilitate decision-making under uncertainty. Topics include descriptive statistics, probability and probability distributions, and inferential statistics. Applications in business, science, social science, and other occupations are shown.

Prerequisite: MATH 025 or equivalent.

MATH 205 Calculus I (4)

Basic mathematical concepts, topics in differentiation, and introductory integration of algebraic and trigonometric functions. Applications of differentiation and integration will be demonstrated.

Prerequisite: MATH 125 or equivalent.

MATH 206 Calculus II (4)

Differentiation and integration concepts of trigonometric, exponential, logarithmic and hyperbolic functions. Integration implements, infinite series, and applications of derivatives and integrals are also featured.

Prerequisite: MATH 205 or equivalent.

MATH 231 Calculus III (3)

Vector-oriented study of functions of several variables; partial differentiation and line integrals; multiple integrals.

Prerequisite: MATH 205 and 206 or equivalent.





MUSIC (MUS)

MUS 050 Basic Musicianship (3)

A course in basic musicianship for non-music majors. Emphasis on application of theoretical concepts. Student will learn to play one melodic and one accompanimental (chordal) instrument.

MUS 102 College Chorus (1)

Performance of choral literature of all styles, traditional to contemporary. May be repeated for credit. Previous choral experience not required.

MUS 121B Beginning Ukulele (1)

Introductory course in ukulele. Focus on vamps, chords, and reading music. Course intended for students with little or no experience in ukulele.

MUS 121C Beginning Classical Guitar (1)

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

MUS 121F Beginning Slack Key Guitar (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.

MUS 122C Intermediate Classical Guitar (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 121C or consent of instructor.

MUS 122F 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 121F or the consent of the instructor.

MUS 160 Introduction to Music Literature (3)

Elements, styles and forms of music, from the listener's point of view. A music appreciation course. Concert attendance is required for 3 events during the semester.

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. Attendance of one ethnic performance is required.

MUS 180 Fundamentals of Western Music (3)

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

OCEANOGRAPHY (OCEAN)

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 floor. Field trips are scheduled.

OCEAN 202 Field Studies in Marine Sciences (1)

Approximately 12 half day field trips (usually Saturday a.m.) involving tours of oceanographic ships and facilities to illustrate important areas of research in marine sciences. Activities include sampling onboard oceanographic cruises, surveying beaches, walking across coral reefs, observing commercial aquaculture operations and visiting research laboratories. Supplements OCEAN 201; concurrent registration recommended. Offered Fall semester only.

OCEAN 209 Oceanographic Techniques (3)

Concepts, techniques and instrumentation used in determination of the interactions of marine organisms with their environment; emphasizing field measurements and their applications. Offered alternate years. Lecture/laboratory/field trip course.

Prerequisite: Completion of, or concurrent registration in OCEAN 201; or permission of the instructor.

OFFICE PROCEDURES (OFPRO)

OFPRO 020C Records Management (1)

Familiarization with records management principles, retrieval and storage systems, and the overall value of records management to company efficiency.

Prerequisite: TYPW 020; ENG 001 or equivalent.

OFPRO 040 Clerical Office Procedures (3)

Provides students with knowledge of general office duties required by most clerical positions. Emphasis on typing all forms used in business.

Prerequisite: TYPW 020 or equivalent.

OFPRO 050 Secretarial Procedures (3)

Course for secretarial majors during their final semester to integrate all skills and knowledge acquired in other clerical courses. Students are introduced to management and supervisory problems, planning flow of work, and production level techniques common to secretarial work.

Prerequisite: OFPRO 040, TYPW 035 and SHTHD 020C.

OFPRO 093V Cooperative Education (1-4)

On-the-job learning relevant to classroom clerical/secretarial skills. Related instructional seminars and projects assigned.

Prerequisite: TYPW 020; OFPRO 040 and enrollment as a clerical, stenography, or secretarial major. May be repeated for credit to a maximum of 8 credits.

PHILOSOPHY (PHIL)

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?

PHIL 120 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.

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.

PHIL 201 History of Philosophy II (3)

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

Prerequisite: PHIL 200.

PHIL 210 Introduction to Logic (3)

A study of the foundations and development of rational thought and communication and their applications. Includes analysis of deductive and inductive reasoning, scientific method, and the use of symbolic systems.

PSYCHOLOGY (PSY)**PSY 100 Survey of Psychology (3)**

An introductory course with emphasis on principles of human behavior. Topics covered include motivation, learning perception, emotion, development, personality, states of consciousness, group processes, problem solving and thinking, methods of inquiry.

PSY 110 Psychology of Adjustment (3)

Focuses on principles of growth and adjustment. Topics include personality dynamics, stress and anxiety, defense mechanisms, habit modification, psychotherapy, conceptions of normality and abnormality, human potentialities.

PSY 220 Developmental Psychology (3)

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

Prerequisite: PSY 100

REL 151 Religion and the Meaning of Existence (3)

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

REL 155 Religions of Hawaii (3)

Focus on various religious groups/sects in Hawaii, today, historical development, major personages. (i.e. Protestant, Catholic, Buddhist, etc.)

Field trips required.

REL 205 Understanding Hawaiian Religion (3)

Major Hawaiian religious teachings and practices from ancient times to the present. Investigation of cultural influence of Hawaiian religious beliefs; analysis of religious texts and relation to other traditions.

POLITICAL SCIENCE (POLSC)**POLSC 110 Introduction to Political Science (3)**

Introduction to political problems, systems, ideologies, and processes.

POLSC 180 Introduction to Hawaiian Politics (3)

Introduction to the study of political institutions, processes, and issues in Hawaii.

POLSC 220 Introduction to World Politics (3)

Introduction to contemporary issues in international politics.

POLSC 230 Introduction to American Politics (3)

Survey of theory, processes and institutions of American political system.

POLSC 270 Politics and Public Policy (3)

Introduction to concepts and principles in the analysis of the policy-making process.

REAL ESTATE (RE)**RE 100 Principles of Real Estate (formerly BUS 040) (3)**

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

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

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

Field trips required.

SCIENCE (SCI)**SCI 121 Introduction to Science: Biological Science (4)**

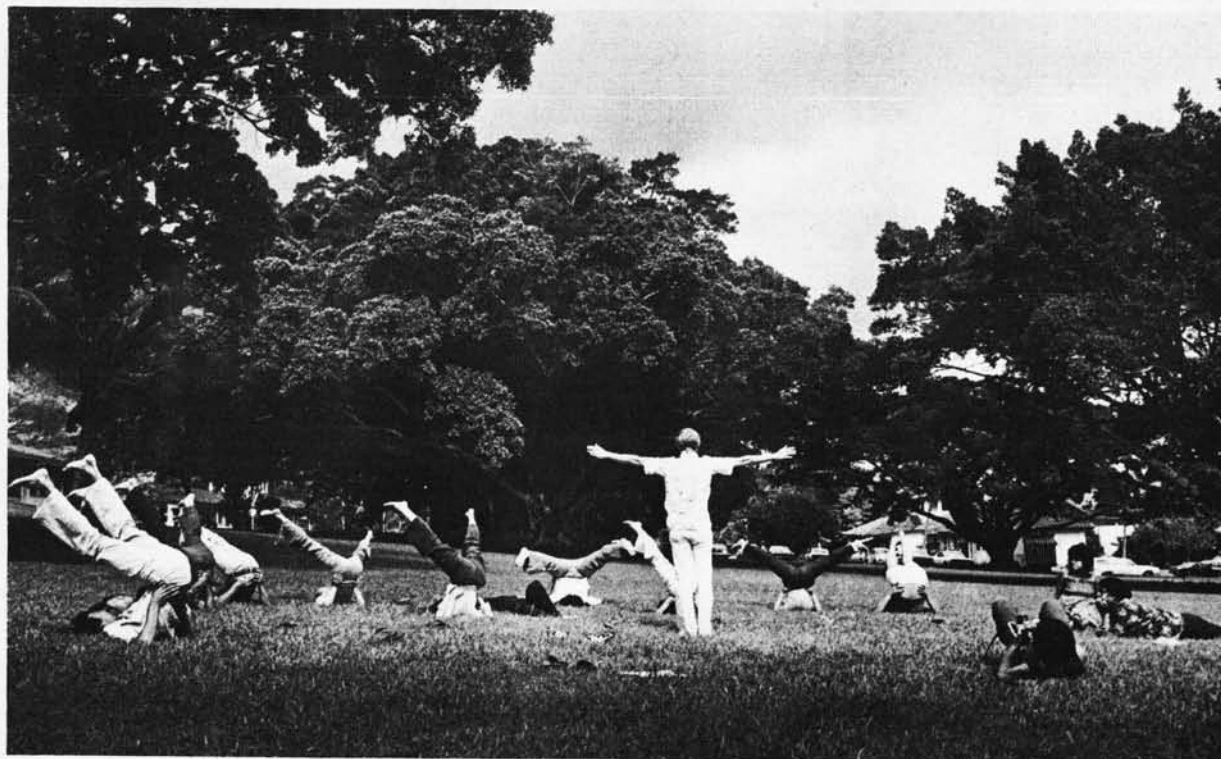
Conceptual framework of science and relationships between science and society from perspective of biological sciences. Emphasis, methods of analysis, conceptual tools, applications; historical approach.

Lecture/lab course for non-science majors.

SCI 124 Technology, Ecology and Man (4)

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

This a lecture/field trip course.



SHORTHAND (SHTHD)

SHTHD 020B Beginning Theory, Part I (2)

Teaches beginning Gregg Theory, dictation rules and exercises. Minimum achievement level, 40 WPM.

Prerequisite: TYPW 020 or equivalent.

SHTHD 020C Beginning Theory, Part 2 (2)

Completes basic shorthand theory and provides additional dictation and transcription exercises at the typewriter. Minimum speed, 60 wpm.

Prerequisite: TYPW 020 or equivalent.

SHTHD 030 Intermediate Shorthand (3)

Shorthand speed building. Uses new and familiar material. Emphasis on production of mailable transcripts. Minimum speed rate, 80 wpm.

Prerequisite: SHTHD 020/B/C or equivalent.

SHTHD 040 Advanced Shorthand (3)

Emphasis on preparation of mailable transcripts in quantity and further development of shorthand writing speed to 100 wpm on new material.

Prerequisite: SHTHD 030 or equivalent.

SOCIAL JUSTICE (SJUST)

SJUST 100 Social Justice Orientation—Careers (1)

A course designed to provide a student with an overview/background of career opportunities in the social justice field. Designed to aid a student in the selection of a major.

SJUST 105 Survey of the Social Justice System (3)

The history of philosophy of the social justice systems, processes and relationships of various agencies theories of crime, punishment and trends of rehabilitation.

SJUST 110 Correctional Systems and Operations (3)

An examination of the foundations of correctional systems in America, its function as a component of the criminal justice system, and its organization, management and operation.

SJUST 112 Processes of Law Enforcement, Judicial Systems, and Corrections (3)

An analysis of the roles and problems of law enforcement, the judiciary and the correctional system, with an emphasis upon intercomponent relations, historical developments and future directions.

SJUST 113 Contemporary Practices in Corrections (3)

An examination of philosophy and trends in the current approaches to functions and administration of correctional institutions and community-based programs. Special attention will be given to rehabilitation and community alternatives.

SJUST 114 Introduction to Criminology (3)

Study of deviant behavior as it relates to the definition of crime; crime statistics; theories of crime causation; crime typologies.

SJUST 115 Corrections in Hawaii (3)

History of corrections in Hawaii; an examination of the post-conviction process in Hawaii; Hawaii penal code; and Hawaii correctional master plan.

SJUST 120 Introduction to Criminal Investigations (3)

A course designed to provide a student with the basic perspectives of objectives and methods used in investigations with primary emphasis upon the role of first officers at the crime scene, and the crime scene investigator.



SOCIOLOGY (SOC)

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.

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.

SOC 220 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.

SPEECH (SP)

SP 251 Principles of Effective Speaking (3)

Theory and practice of public speaking. Emphasizes practical skills communicating with today's audiences. Planning/delivering speeches. Students may choose to fulfill part of course objectives by competing in inter-campus speech tournaments.

SOCIAL SCIENCES (SSCI)

SSCI 101 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.

SSCI 110 Introduction to Social Sciences (3)

General survey of social science; focus on methods, basic analytic concepts and principles; similarities and differences among social science disciplines.

SSCI 120 Hawaii's People (3)

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

SSCI 130 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.

SSCI 220 Japanese-American Studies (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.

SSCI 225 Filipino-American Studies (3)

Analysis and examination of the Filipino experience in Hawaii and in the Philippines. Provides students with a comprehensive understanding of Filipinos in Hawaii focusing on the status of Filipinos in Hawaii and the reasons for immigration. The historical, political, economic, sociological aspects, past and present, will be explored.

SSCI 230 Culture and Society of Hawaiian People (3)

Analysis and examination of the contemporary social problems Hawaiians face in modern Hawaii with a look towards understanding the Hawaiian situation and postulating possible solutions. Particular emphasis placed on problems related to land, welfare, crime, education, and leadership.

TYPEWRITING (TYPW)**TYPW 020 Beginning Typewriting (3)**

OR

TYPW 020B Beginning Typewriting, Part 1 (1)**TYPW 020C Beginning Typewriting, Part 2 (1)****TYPW 020D Beginning Typewriting, Part 3 (1)**

First level typing including keyboard mastery, letter formats, manuscripts, and tables. Supervised practice aimed at developing speed level at minimum of 30 wpm with 5 or fewer errors.

Beginning typewriting may be offered as one 3-credit course or as three individualized 1-credit courses.

TYPW 030 Intermediate Typewriting (3)

Second level course requiring minimum achievement of 45 wpm. Ability to type letters in specified formats, tabulated materials, manuscripts and business forms.

Prerequisite: TYPW 020 or equivalent.

TYPW 035 Machine Transcription (3)

Students produce mailable transcripts on the typewriter from voice-recorded dictation on cassettes and dictaphone belts. Emphasis on building transcription rate and accuracy.

Prerequisite: TYPW 030 or equivalent.

ENG 022 or equivalent.

TYPW 040 Advanced Typewriting (3)

Third level course requiring minimum achievement of 55 wpm. Ability to type legal documents, complex manuscripts and other typing assignments required of an executive secretary.

Prerequisite: TYPW 030 or equivalent.

TYPW 051 Automatic Typewriting (Memory Typewriter) (1)

Teaches students operation of the power typewriter and production of mailable material.

Prerequisite: TYPW 030 or equivalent.

TYPW 052 Introduction to Word Processing (3)

Introduction to word processing concepts and reinforcement of power typewriter skills as well as reinforcement of communication skills through use of machine transcriber. Reinforcement/development of dictating skills, proofreading, editing, and recordkeeping of daily production.

Prerequisite: TYPW 035 and TYPW 051 or concurrent registration in TYPW 051.

WOMEN'S STUDIES (WS)**WS 130 Introduction to Women's Studies (4)**

OR

WS 130B Introduction to Women's Studies, Part 1, (2)**WS 130C Introduction to Women's Studies, Part 2, (2)**

Examination, cross culturally and historically, of traditional stereotypes of women and the relationship of these stereotypes to the status of women. The course also focuses on the resources and laws in Hawaii devoted to improving the status of women.

Women's Studies may be offered as one 4-credit course or as separate 2-credit modules.

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

Introduction to zoology. Topics include living animals, physiology, development, reproduction, evolution, habits, ecology, relationships to other living organisms in the environment. Lab work required.

Two field trips required.

ZOOL 107 Identification of Hawaiian Fishes (3)

Identification of the major groups of fishes in Hawaii with emphasis on shore fishes. Topics include adaptation, behavior and fishing methods.

Ability to swim recommended.

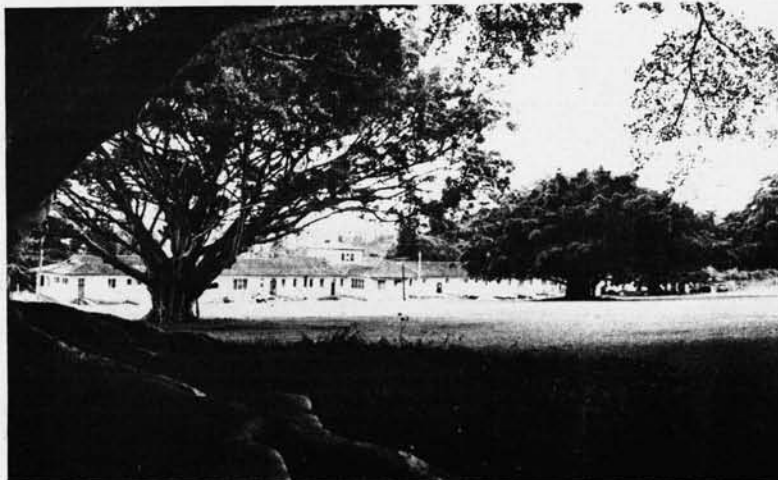
Four field trips required (two on Saturdays).

Offered Fall semester.

ZOOL 200 Marine Biology (3)

Biological, physical and chemical characteristics, flora and fauna, and interactions of components of marine ecosystems; utilization and exploitation of marine resources. Offered Fall semester. Lecture/laboratory/field trip course.

Ability to swim recommended.

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| (2) MAH | General Classrooms, Faculty Offices | (7) JUDD | Educational Media, Business Classrooms/Labs |
| (3) LON | General Classrooms, Learning Skills Labs, Faculty Offices | (8) WAIPA | Administrative Offices, Dining Room, Student Government/Lounge |
| (4) KANAOHA | Library | (9) PAVILION | Automotive Mechanics Shop |
| (5) I | Science Classrooms/Labs, Art Classrooms/Labs, Faculty Office | | |

