WELCOME!!!...  
...to WINDWARD Community College. You, the student, are here for some particular reason: to advance yourself further in education, to seek a job and be adequately trained for it, or perhaps to just enjoy yourself by exploring some hidden talent. For whatever reason, you have come to WINDWARD Community College to learn something you do not now know— that is, to acquire some skill, attitude or knowledge through formal education. That is what this College is here to provide: a place where people like you can re-examine and refine life goals, learn, and share your gains during the course of your program in the educational process. Our commitment is to assist as you do these things by providing certain organized learning experiences, attempting to design them to fit your unique requirements, and helping you achieve your desired educational outcomes. So again, WELCOME! We are delighted to do what we can to help you learn.

This catalog will be your major source of information. Refer to it often, as it will help guide you while you are enrolled at WINDWARD Community College; later, it will serve you as you enroll in future institutions. We will be pleased to provide any additional information you require.

GOALS OF THE COLLEGE
The broad goals of the College are twofold:

1) To assist individuals within the community served by the College to come to a greater awareness of themselves, the environments in which they live (in its social, historical, physical, psychological and cultural dimensions), and their relationship with this environment.

2) To assist individuals in developing skills and abilities necessary for them to cope with their environment, and assume a role as contributors to this environment.

WINDWARD Community College: 45-720 Keaahala Road, Kaneohe, Hawaii, 96744 Telephone: (808) 247-0674
TABLE OF CONTENTS

Part I: General Information ....................... 4
    Admission Procedures, Fees, Tuition ... 5-12
    Student Activities Information .......... 13-14

Part II: The Instructional Program .......... 15-20
    Course Descriptions ....................... 21-33
    Calendar .................................. 34
    Personnel ................................. 35

EQUAL OPPORTUNITY STATEMENT
"The University of Hawaii subscribes to and complies
with all State and Federal statutes, rules, and regulations
and any amendments thereto, promulgated from time to time,
which prohibit discrimination in its policies and practices
applicable to its campuses, programs, and activities."

ACCREDITATION
The process of college accreditation in the Western
Association of Schools and Colleges takes from three to
five years. WINDWARD Community College has taken the
first step toward securing accreditation and will be
applying for status as a "Correspondent" institution
this Fall. As the College is part of the University of
Hawaii, credits for courses taken at the College will be
transferable at full value to the University of Hawaii
Manoa Campus and other community colleges depending on the
level of the courses and their applicability to meeting
specific program requirements. Appropriate courses may
also be transferable to other institutions within the
State providing certain course equivalencies in content
can be established.
PART I: GENERAL INFORMATION

It has become the right of every American to be provided an equal opportunity to learn. During recent decades, this right has been extended to include many thousands of adults interested in pursuing higher education. This opportunity was granted the people of Hawaii when, in 1965, the legislature decided that there shall be two-year comprehensive community colleges within the organization of the University of Hawaii. WINDWARD Community College, mandated to begin operations in Fall of 1972, is the newest of these colleges. Its primary responsibility is to provide diverse Windward, Oahu, population with learning opportunities in public higher education.

WINDWARD Community College is a series of campuses which serve as educational and cultural resource centers. There is a central campus wherein most of the formal education will take place. In addition, small extension "campuses" will evolve and disband as community interests suggest. The major College population range is from Kahuku to Waimanalo. The College, then, functions:

- To help each person enrolled assess and diagnose his or her educational capabilities and achievements,

- To prescribe a variety of educational alternatives and to assist each student in selecting the most appropriate course of action,

- To provide vocational and avocational education,

- To provide those educational activities which will permit the learner to further pursue higher education, and

- To reflect community interests by providing learning opportunities to enlarge one's knowledge of many cultural heritages.
WHO MAY ATTEND
Any citizen of the State of Hawaii who has completed high
school or who is 18 years of age or older may attend to
the learning of his choice which is offered at WINDWARD
Community College. Early admission of students of high
school age can be arranged through Department of Education
counsellors. Non-residents of the State of Hawaii are
accepted in very limited numbers. (See also sections on
admission of foreign students and tuition.)

Procedure
All students desiring to attend the College must (1) fill
out an Application for Admission and return it by mail or
in person to the Office of Admissions and Records of
WINDWARD Community College (application forms may be
obtained from all Oahu high school counsellors or from
the College), (2) complete the Resident Information Form
and send it to the Office of Admission and Records,
(3) supply official transcripts of high school and any
college work taken previously and (4) undergo any advise­
ment tests which may be recommended.

Applicants will be notified by mail of admission and
assigned a time to report for (a) academic advising,
(b) registration, and (c) orientation. Students register­
ing for the first time at WINDWARD (except those trans­
ferring from another college) will be given a reading
test. Those who are deficient in rate of reading or
comprehension for satisfactory work in their chosen
program will be offered classes in reading improvement.

Foreign Students (Student Visa Applicants, Only)
A limited number of foreign students are accepted for
admission at WINDWARD Community College. Applicants must
meet special requirements in addition to the general
requirements; these include certain required competencies
in the written and spoken English language, and required
health certificate. In addition, any student who presently
resides in Hawaii and requires a renewed student visa must
arrange a personal interview at the College. During the 1972-73 College year, there will be no classes in Teaching English as a Second Language.

**TUITION, FEES**

Any student enrolled in the equivalent of 12 units of credit or more during half the College year is considered a full-time student. The student who wishes to carry more than 15 units of credit during this time must secure the approval of the Dean for Educational Services or his designated representative. Approval for excessive units will be based on the student's demonstrated ability to achieve at least 15 units of credit at an institution of higher education.

<table>
<thead>
<tr>
<th></th>
<th>1-3</th>
<th>4-6</th>
<th>7-11</th>
<th>12+</th>
</tr>
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<tbody>
<tr>
<td><strong>Per Two Terms</strong></td>
<td>Units</td>
<td>Units</td>
<td>Units</td>
<td>Units</td>
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<tr>
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</tr>
<tr>
<td>Tuition</td>
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<td>$10</td>
<td>$15</td>
</tr>
<tr>
<td>And Fees:</td>
<td>Registration Fees</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Student Activities (Opt)</td>
<td>(Opt)</td>
<td>(Opt)</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>$10</strong></td>
<td><strong>$15</strong></td>
<td><strong>$20</strong></td>
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**NON-RESIDENT**

<table>
<thead>
<tr>
<th></th>
<th>1-11 Units - $30 per Unit of Credit</th>
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</thead>
<tbody>
<tr>
<td><strong>Tuition</strong></td>
<td>Plus $5 Registration Fee.</td>
</tr>
<tr>
<td><strong>And Fees:</strong></td>
<td>(2) 12 and Above Units - $340 Plus $5</td>
</tr>
<tr>
<td></td>
<td>Registration and $5 Student Activity</td>
</tr>
<tr>
<td></td>
<td>Fee for a Total of $350.</td>
</tr>
</tbody>
</table>

**Student Activities Fee**

Full-time students (those carrying 12 or more units of credits per half year) pay a student activity fee. Part-time students may pay this fee if they wish to participate in student activities. Tuition and fees are collected at the time of registration.
Deferred Payment of Fees
Under special circumstances, a student may delay payment of fees at the time of registration. Approval of deferred payment must be secured from the Financial Aid Office.

Course Change Fee
A $1 fee is charged for each request for course change after registration is completed.

Graduation Fee
A $5 fee is payable at the time of submitting application for graduation.

Refund Policies
The student should complete the proper withdrawal forms at the Admissions and Records Office. One-half of tuition and student activity fees paid shall be refunded if a student withdraws within the first one-fourth of the semester or term in which enrolled. After this period, there shall be no refund. The $5 registration fee is not refundable.

Financial Obligations to the College
Students who have not adjusted their financial obligations to the satisfaction of the Business Office may be denied graduation and further registration at the College.

Cost of Books and Supplies
The cost of books and supplies can be expected to range from $25 to $80 per half the College year for the student enrolled in a full-time program.
FINANCIAL AIDS
The objective of the Financial Aids Program is to provide financial assistance to students who demonstrate financial need to attend the College. Various forms of financial assistance are available in limited amounts.

Scholarships
At present the College has very limited funds for direct scholarship aid. Students interested in scholarships and other forms of Financial Aids should refer to Department of Education Bulletin No. 15, Scholarship and Financial Aid for Advanced Training to Residents of the State of Hawaii.

Loans
A no-interest, short-term loan program to enable students to make small loans for short periods of time is available. Long-term loans are also available.

In any case, a student with financial questions should consult the Financial Aids Officer for assistance in obtaining needed funds.

VETERANS ADMINISTRATION BENEFITS
At the time of publication of this catalog, WINDWARD Community College was initiating formal procedures necessary for benefits due qualified Veterans. Eligible candidates must contact the Financial Aids Officer for current information.
CONDUCT

The Board of Regents of the University has approved a policy statement which established guidelines for behavior on all campuses. Pertinent sections of the statement are:

"The two categories of impermissible behavior, stated... apply equally to every member of the academic community... which includes staff, faculty and students...

"Category 1. 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.

"Category 2. 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 sentence of this paragraph include the administration of the University.

"Sanctions. 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.

"Procedure for investigation and adjudication of alleged impermissible behavior are specified for each campus individually."

The full statement of the Board of Regents' policy statement and that of the WINDWARD Community College procedure are available in the Office of the Provoost, Dean for Educational services, the Library, and the Coordinator for Student Services.
"Honor Points," "Grades," and "Units of Credit" are terms for symbols which are recognized in most institutions as measures of student success in a course. At WINDWARD Community College, course grades (i.e., recognition given for achieving specified course objectives) are issued upon the student's demonstrated performance of expected learning outcomes. Therefore, the "Grade" indicated on a College transcript carries the significance of a level of student competency which has been achieved.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Community College Definition</th>
<th>(Commonly Accepted) Definition</th>
<th>(Honor Points) Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>W</td>
<td>Course objectives not achieved, for any reason.</td>
<td>(Withdrawal)</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Course objectives not yet achieved.</td>
<td>(Incomplete)</td>
<td>0</td>
</tr>
<tr>
<td>D</td>
<td>Minimally acceptable course objectives achieved.</td>
<td>(Below Average)</td>
<td>1</td>
</tr>
<tr>
<td>C</td>
<td>Additional course objectives achieved; demonstrated competency to pursue further work in the discipline.</td>
<td>(Average)</td>
<td>2</td>
</tr>
<tr>
<td>B</td>
<td>More course objectives achieved.</td>
<td>(Above Average)</td>
<td>3</td>
</tr>
<tr>
<td>A</td>
<td>All course objectives achieved; emphasis on synthesizing, evaluating complex problems.</td>
<td>(Excellent)</td>
<td>4</td>
</tr>
<tr>
<td>P</td>
<td>Selected course objectives achieved, usually from all above areas; offered for student option to the traditional grading system.</td>
<td>(Pass)</td>
<td>Undetermined</td>
</tr>
</tbody>
</table>
All grades and grade points earned at any campus of the University of Hawaii are transferrable to any other campus if the courses are acceptable in the program chosen at the new campus.

Individual grade reports are mailed to the student at the end of each semester or term. Because the University of Hawaii is on a semester basis, the unit of credit used is the semester-hour. One semester-hour of credit normally awarded for one 50-minute period of intensive study in class once a week for a full semester with the expectation that two additional hours will be spent in study outside of class. With this in mind, equivalent credit values are established for laboratory, shop, studio and other types of learning environments which are of a different nature. Similar equivalencies are established for credit courses of other than a semester's duration.

**ATTENDANCE**

Regular attendance is expected; therefore, notice to instructors of any anticipated absence is a courtesy which they will appreciate. Similarly, unexpected absences due to illness or other causes are of concern to them. Any absence which may require make-up of study should be brought to the attention of the Instructor at the earliest possible moment to assist in planning for such make-up.

A student may withdraw from a course whenever he does not wish to learn what the course was designed to help him learn. He should inform the Instructor and his or her College Advisor of his withdrawal from a course so that others might secure the vacated place.
CREDIT BY EXAMINATION

Any officially registered student who presents valid evidence to the instructor involved and the appropriate College administrators that through experience or training he or she has had the equivalent of a course but has not received college credit for it, may apply for credit by examination. If approval is granted, the student shall follow procedure and be duly examined. The examination shall be conducted by the instructor at the instructor's convenience. In each case the examination shall be prepared and administered by the instructor and shall be sufficiently comprehensive to establish the student's mastery of the course objectives.

TRANSFER OF CREDITS TO OR FROM WINDWARD COMMUNITY COLLEGE

Any student intending to transfer to or from WINDWARD Community College is advised to learn, as early as possible in planning a course of study, the requirements of the college or colleges under consideration. It is the student's responsibility to obtain information about the institution in which he or she may wish to transfer; i.e., a college catalog should be used as a guide in selecting courses which will be useful in continuing an education elsewhere.

The student should take into consideration the following policies of the institution to which he or she is considering transfer: general admission policies for transfer students, courses acceptable for transfer, the overall grade point average required for transfer, the number of credits acceptable for transfer, and the policy for acceptance into a particular school, college, or degree program within the institution.
STUDENT PARTICIPATION IN COLLEGE GOVERNANCE

Students are encouraged to participate in the planning and operation of the College through membership on any College committee.

DEVELOPMENT AND REVISION OF CURRICULUM AND PROGRAMS

Any faculty member, student, or member of the community may suggest an addition or revision to the College's curriculum. In addition, occupational offerings are developed with the assistance of advisory committees consisting of active professionals in the occupational field concerned.

HEALTH AND ACCIDENT INSURANCE

A student group insurance is planned to be available on a voluntary basis for each term or the entire year. Foreign students and students in certain vocational programs are required to carry health and accident insurance. Please see the Registrar or a College advisor for further information.

BOOKSTORE

The College operates a bookstore which handles necessary textbooks, supplies, additional paperback books, and sundries.

PARKING

On-campus driving and parking MUST be observed. Vehicles not appropriately parked in designated areas are subject to be towed away at the owner's expense.

PUBLIC TRANSPORTATION

Approximately two miles Makai of the Kaneohe Campus there is a public bus stop. For information relating to schedules and fares, please telephone the City and County of Honolulu Bus System at 531-5321.
CONCURRENT REGISTRATION

Concurrent registration between the several community colleges is encouraged when a course desired by the student is not available at the home college. It is the responsibility of a student concurrently enrolled in a course at WINDWARD Community College, at the University of Hawaii Manoa Campus, and other community colleges, to inform the officials at both campuses of this action. Tuition and fee charges for such joint registration will not total more than that which would have been charged had all courses been taken at the home campus.

RESERVE OFFICER'S TRAINING CORPS (ROTC)

Students in the Associate Degree program who plan to transfer to the Manoa Campus of the University of Hawaii, or another college or university offering ROTC, in order to obtain the bachelor's degree may participate in Army Military Science Program on the Manoa Campus. Financial assistance is available in the programs. Details are available in the Catalog of the Manoa Campus or from the Army ROTC Office on the Manoa Campus.

The Air Force ROTC Program at the Manoa Campus is a two-year program for Juniors and Seniors and is therefore not available to students in the community colleges. Details of the program are available in the Manoa Campus Catalog.
PART II: THE INSTRUCTIONAL PROGRAM

STUDENT ADVISING

The chief function of WINDWARD Community College advising is to assist the entrant as he or she assesses attitudinal, educational, occupational and avocational development. The College Advisor, then, is not a person who tells the student what to do, when to do it, and why it should be done, but rather one who can help the student as he or she is seeking to improve personal attitudes, skills, knowledges and behaviors.

This is a College which primarily serves its community by providing certain higher education instruction. To help accomplish this, the student must accept certain responsibilities as an active participant in the College. Therefore, the student should:

1. Review the catalog thoroughly,
2. Inspect the educational outcomes which are expected to be achieved in each course,
3. Provide information about himself/herself which will help the College Advisor and other personnel determine how far this achievement has been met, and
4. Assist the faculty member in the instructional process by providing information as to how the student learns best.

The College requests all pertinent student data so as to act in the best interest of the individual learner. All related College personnel take an active part in diagnosing and assessing the learner and what has been learned, just as they advice - during the student's stay - in the instructional process. However, selected persons (the
Registrar, Psychometrist, College Advisors) perform functions indicative of their titles. They should be relied upon to assist in these specialized areas. Consequently, the WINDWARD Community College student is encouraged to view all College personnel as people who will assist in the learning experience, and to seek out the specialist of his or her choice when in need of selected advice.

FORMAL INSTRUCTION
Just as "learning" is a process by which the student gains new skill, attitude, insight and knowledge, so therefore is "instruction" a process by which the student achieves what the College offers. Most often, "instruction" means a course in which one enrolls and wherein the College engages an expert faculty member to work with the student for the period of a semester. This is the most predominant form of "instruction" in American colleges and universities, and will be found also at WINDWARD Community College. In addition, other forms of "instruction" such as learning laboratories, learning groups, self-instructional programs, and independent learning will be arranged to accommodate the student in his or her desire to achieve that which is to be learned. It will benefit the student to investigate more than one form of instruction at WINDWARD Community College when it is offered.

Common to any instructional plan at WINDWARD Community College is the written course outline. On the first day a class convenes, the student can expect to be given the learning objectives which are expected to be achieved. The student can also expect an entry (pre-) test in any course; this helps determine the level of competence the student may already have in terms of the course, and assists the instructor in how to best direct subsequent instruction.
COOPERATIVE EDUCATIONAL COURSES
Recognizing the need to provide students with as many options as possible to attain their educational and career goals, the College offers limited work experience courses. These courses permit students to integrate classroom and practical work experience in actual employment situations in the private and public sector of our business-industrial-professional community by working with persons already successful in the field. Students may be compensated by an employer at a rate not less than the legal minimum wage. College credit will be awarded for successful course completion.

COLLEGE ADVISORY COMMITTEES
It is in the nature of a comprehensive community college to develop opportunities in higher education for those who attend. Consistent with this concept, resource committees are formed to provide valuable information in college planning. These committees are appointed by the College Provost to advise on various matters - especially in regard to evaluating college training programs - and are most often representative of labor, management and other local citizenry.

DEGREES AND OTHER AWARDS
The student who desires to achieve a certain educational program objective which is in the natural domain of the College will have courses and other appropriate learning outcomes selectively designed so that he or she may best accomplish this objective. If the student so desires, an official College Certificate of Achievement or Associate Degree will be awarded to signify this accomplishment. Consequently, the student who seeks any such award must work closely with a College Advisor.
The Certificate of Achievement

Any enrolled student who desires the WINDWARD Community College Certificate of Achievement award must first plan a curriculum (that is a desired level of learning) with a College Advisor. When that curriculum plan has been achieved to the satisfaction of the student's instructors and other College personnel, a Certificate of Achievement identifying the specialty will be granted. The student seeking entry level skills in certain occupational areas should consult the College Advisor to plan an appropriate program.

The Associate Degree

The student intent upon achieving the Associate Degree as a first step in a specific Baccalaureate Degree at another institution is expected to confer with a College Advisor. In this way, selected courses aimed at degree attainment can be determined and stated for the student.

The student who simply desires the Associate Degree regardless of present desires toward further higher education, should also be carefully advised as to the types of courses pursued.

Otherwise, there is no specific series of courses which must be successfully achieved to earn this degree. The only requirement is that a minimum of 60 Units of Credit, or WINDWARD Community College authorized equivalents, be completed. Students desiring an Associate Degree from WINDWARD Community College must earn at least 15 Units of Credit at the College.

Since the Associate Degree should indicate achievement of a significant level of learned material and a certain breadth in higher education, it is highly recommended that each person receiving this award complete a minimum of 6 Units of Credit in each of the five major college divisions (See "Divisions" Section). A maximum of 30 Units of Credit earned in courses numbered below 100 may
be applied toward the Associate Degree. However, allowing such credits does NOT imply that they will be accepted in transfer by another institution.

**COLLEGE INSTRUCTIONAL DIVISIONS**

At WINDWARD Community College, courses are grouped together in certain broad areas called Divisions. These Divisions, stated below with a general list of courses included in each area, provide the general instructional base of the College. As noted, occupationally-oriented courses are also included for they are considered a major instructional component in each Division.

In the list below, after each course heading is its abbreviated code (e.g., ANTH for Anthropology). This code is used in the College's grade reporting and for student transcripts.

**Communications and Related Technologies**

<table>
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<tr>
<th>Communications (COMM)</th>
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<tbody>
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<td>Spanish (SPAN)</td>
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<tr>
<td>Hawaiian (HAWN)</td>
<td>Shorthand (SHTHD)</td>
</tr>
<tr>
<td>Japanese (JAP)</td>
<td>Speech (SP)</td>
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<tr>
<td>Journalism (JOURN)</td>
<td>Tagalog (TAG)</td>
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<tr>
<td>Linguistics (LING)</td>
<td>Typing (TYP)</td>
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<tr>
<td>Performing Arts (ART)</td>
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<td>(MUS) (DRAMA)</td>
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**Humanities and Related Techniques**

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<tr>
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<th>Music (MUS)</th>
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</thead>
<tbody>
<tr>
<td>Drama (DRAMA)</td>
<td>Philosophy (PHIL)</td>
</tr>
<tr>
<td>History (HIST)</td>
<td>Physical Education (HPE)</td>
</tr>
<tr>
<td>Literature (LIT)</td>
<td>Religion (REL)</td>
</tr>
<tr>
<td>Management (MANGT)</td>
<td></td>
</tr>
</tbody>
</table>
### Life Sciences and Related Technologies
- Biology (BIOL)
- Chemistry (CHEM)
- General Science (GENSC)
- Horticulture (HORT)
- Oceanography (OCEAN)

### Mathematics, Technical Sciences and Related Technologies
- Accounting (ACC)
- Business (BUS)
- Chemistry (CHEM)
- Computer Science (COMSC)
- General Science (GENSC)
- Geoscience (GEOSC)
- Mathematics (MATH)
- Oceanography (OCEAN)
- Physics (PHYS)

### Social Sciences and Related Technologies
- Anthropology (ANTH)
- Economics (ECON)
- Geography (GEO)
- Political Science (POLSC)
- Psychology (PSY)
- Sociology (SOC)
- Interdisciplinary Social Science (ISS)
COURSE DESCRIPTIONS

On the following pages, Units of Credit are specified for each separate course offered at WINDWARD Community College. To earn these credits, the student must successfully perform the end-of-course expected learning outcomes - or their educationally acceptable equivalents - which are minimally stated in the course descriptions in this catalog. The ability of the student to perform these basic tasks must be demonstrated according to the conditions and criterion levels which are specified in writing course outlines. These written course outlines can be obtained from the appropriate instructor or may be purchased in the Student Bookstore.

In addition, interdisciplinary and individual written course outline will be identified by using the numerical symbols: 49, 199, or 299. These symbols will be reserved for specific, one-time-only courses designed by students in consultation with faculty members. Such courses as they appear on transcripts and grade cards will carry specific units of credit earned as accepted by the WINDWARD Community College Curriculum Review Process.

Further, the numerical symbols 58 and 59 are reserved for specifically identified Cooperative Education courses (See Section: Cooperative Educational Courses).
To earn the units of credit listed in the courses below, the

ACC 020, First Level Accounting; 3 Units

...the basic structure of accounting; debits and credits; classification of accounts and business transaction analysis. The student will learn the accounting process for a service enterprise and for a merchandising enterprise.

ACC 021, Second Level Accounting; 3 Units

...accounting for deferrals, accruals, long-lived assets, payroll, accounting systems, partnerships and corporations. Recommended preparation: Competency at Accounting 020 level.

ANTH 150, Introduction to Anthropology; 3 Units

...achieved knowledge in such topics as human evolution, prehistoric development of culture, recent and contemporary man, common features and principal variations in cultural behavior. A survey of the disciplines of cultural and physical anthropology will be done by the student.

ANTH 200, Cultural Anthropology; 3 Units

...understanding of the concept of culture, the principles of field methodology, cultural diversity, some of the factors underlying this diversity, and the universal aspects of culture; also, the student will review the history and theory of cultural anthropology, culture and personality, and the processes of cultural change.

ART 101, Introduction to the Visual Arts; 3 Units

...a knowledge of visual art and its expression in various forms by such means as correctly defining selected art terms, problems, materials and techniques, and by solving art problems that deal with daily living.

ART 103, Drawing I; 3 Units

...course achievement by completing specific art work assignments. In this course the student will develop basic drawing skills and techniques by working with varied media such as the model, still-life, architecture, landscape studies, and memory drawing.

ART 121, Painting I; 3 Units

...basic painting skills through experimenting with materials and techniques which emphasize principles of color, composition, texture and other structural and thematic problems. While the subject matter will encompass studio,
field and imaginative sources, course credit will be awarded to those completing specific art projects to given standards.

ASTR 110, Astronomy; 3 Units

... the nature of the astronomical universe, with emphasis on the scientific method and the development of scientific thought.
Recommended preparation: Competency at Math 026 level.

BIOL 100, Human Biology; 3 Units

... a knowledge of the activities of cells, organs, and organ systems of the human body. (An introduction to the concepts of thermodynamics, negative feedback, and homeostasis in living systems.)

BIOL 276, Man and the Environment; 4 Units

... a knowledge of the many interrelationships among organisms and their environments, especially the impact which man has had (and may yet have) on the total planet. Problems of pollution, overpopulation, depletion of resources, etc., are considered. Causes of ecological problems and alternatives to current human actions are suggested and evaluated, stressing the individual ecological action of the student. (Course includes laboratory and field trip experience.)
Recommended preparation: Competency at Biology 103 or General Science 121 level.

BUS 021, Introduction to Business; 3 Units

... types of business organizations, management, short-term and long-term financing, marketing, economics, business and government, international trade, and selected business mathematics.

BUS 022, Office Machines; 3 Units

... fundamental operation and application of the 10-key adding-listing machine, printing calculator, rotary calculator, and the electronic calculator, as these are used in typical business situations.

COMSC 100, The Computer and Its Role in Society; 3 Units

... the social benefits and problems created by the computer revolution, and develop opinions about implications for the future. (This course is a non-technical introduction to digital computers and their use in the modern world.)
To earn the units of credit listed in the courses below, the

**COMSC 101, Introduction to the Computer; 3 Units**

...using digital computer techniques, the ability to analyze given problems logically, correctly describe the internal functional characteristics of a digital computer, and develop a program using the Fortran language.

Recommended preparation: Competency at Math 026 level.

**DRAMA 160, Introduction to Drama and the Theatre; 3 Units**

...gained knowledge of the great periods of drama in the perspective of contemporary theatre, and will interpret and discuss representative plays from the classical Greek to the modern.

**ECON 101, Consumer Economics; 3 Units**

...basic skills which are necessary to make rational consumer decisions: money management, consumer credit, food purchasing and nutrition, savings programs, home purchasing, consumer protection.

**ECON 120, Introduction to Economics; 3 Units**

...the ability to distinguish between, and use, micro and macro perspectives of the discipline; and will apply economic principles to analyze public policy questions.

**ECON 150, Principles of Economics I; 3 Units**

...the knowledge of the modern theory of income determination, the structure of the banking system and its role in the economy, and public policy questions arising from changes in these aggregates. (Macro-economics.)

**ENG 030, Writing Improvement Clinic I, II; 3 Units**

...acceptable expository writing for academic, business and community situations. Students who satisfactorily complete this course may enroll in regular freshman composition (English 100). (May be repeated.)

**ENG 100, Expository Writing I; 3 Units**

...use of the fundamentals of grammar, the dictionary and the library, the writing of a number of expository essays, and a somewhat longer research paper. (Activities in the course are directed toward teaching the student how to write more lucidly, correctly, and effectively, choosing a style that is appropriate to the writer's audience and occasion for writing.)
student -- under given conditions -- will competently demonstrate

ENG 104, Creative Writing; 3 Units

...descriptive -- rather than expository -- writing: writing poems, short stories and dramatic scenes. (The course includes regularly scheduled creative writing assignments and discussion as well as criticism of each student's writing. The long-range goal is publication. No previous creative writing experience is necessary.)

Recommended preparation: Competency at English 100 level.

GENSC 121, Introduction to Science-Biological; 4 Units

...an achieved knowledge of the philosophy of science from the viewpoint and perspective of the biologist. Working within the conceptual framework of science, the student will learn of science as a human activity and view the inter-relationships of science and society in this perspective. (Introduction to and background for the study of ecology.)

GENSC 122, Introduction to Science-Physical; 4 Units

...the conceptual framework of science from the viewpoint of the physical scientist, including astronomy, physics, chemistry, geology and oceanography illustrating selected scientific principles. (It is recommended that Gensc 121 be taken before 122.)

Recommended preparation: Competency at Math 025 level.

GEO 101, Physical Geography; 3 Units

...an achieved knowledge of the basic elements of man's environment, especially the climate, soils, landforms, water and natural vegetation. Laboratory problems in map interpretation.

GEO 102, World Regional Geography; 3 Units

...various physical, economic, and cultural aspects of specific world regions; the evolution of man, plants, animals, and the earth--especially the significance of the Pleistocene; the beginnings of civilization -- the divergence and eventual convergence of humanity on the earth; and the location of natural resources -- the development of transportation and communication networks in the world.

GEOSC 101, Introduction to Geosciences I; 4 Units

...the earth sciences of astronomy, meteorology and physical oceanography, with research studies ranging from the center of Earth to outer space. (Weekly laboratory
To earn the units of credit listed in the courses below, the
sessions and occasional field trips.)
Recommended preparation: Competency at Math 025 level.

HAWN 101-102, Elementary Hawaiian I, II; 3 Units Each
...basic structures of the Hawaiian language with an emphasis
on listening comprehension, speaking, reading, and writing.
Through directed drill and practice in class the student
will learn to communicate in correct Hawaiian.
Recommended preparation: None for Hawaiian 101; competency
in Hawaiian 101 for Hawaiian 102.

HIST 151, World Civilization I; 3 Units
...a knowledge of the development of world cultures,
institutions and thought from the earliest times to 1500
A.D. Research will include the concepts, broad
relationships and trends within the historical process.
Material to be reviewed will show relationships to
political, religious, economic and social change.

HIST 152, World Civilization II; 3 Units
...achieved learning of world cultures, institutions and
thought from 1500 A.D. on. The student will clearly
show the historical relationships of people to each
other in their own time and compare institutional and
economic change to today's world.

HPE 103, Swimming I; 1 Unit
...the basic swimming strokes: breast-stroke, back-stroke,
and crawl; and efficient breath control which will be
accomplished by bobbing, underwater swimming, feet-first
entries, and cross-pool pushing and gliding.

HPE 105, First Aid; 2 Units
...the ability to be qualified for emergency care, with a
knowledge of minimally acceptable first aid skills. (The
American Red Cross and Medical Self-Help Certificate may
be earned.)

HPE 106, Senior Life-Saving; 2 Units
...an ability to provide appropriate life-saving skills with
the intent to save his own life or the life of another in
the event of an emergency. (The American Red Cross
Certificate for life-saving may be earned.)
student -- under given conditions -- will competently demonstrate...

HPE 107, Tennis I; 1 Unit

...fundamentals expected in beginning tennis: rules, etiquette, grip, forehand and backhand strokes, serving, volleying; singles and doubles play.

HPE 108, Tennis II; 1 Unit

...improved skills of those expected in Tennis I; also, the volley, chop and lob; competitive strategy in the playing of doubles and singles games.

HPE 110, Golf I; 1 Unit

...the fundamentals expected in beginning golf: rules, grip, posture, swing, stance; basic golf shots which include use of woods, irons and putter. (Class participation at a golf course requires an additional fee.)

HPE 111, Golf II; 1 Unit

...improvement of fundamentals expected in Golf I; also, the drive, fairway wood shots, long iron shots, putting and the problems of rules. (Class participation at a golf course requires an additional fee.)

HPE 115, Bowling I; 1 Unit

...the fundamentals expected in beginning bowling: rules, etiquette, grip, scoring, approach, delivery. (Class participation at commercial lanes requires an additional fee.)

HPE 116, Bowling II; 1 Unit

...improved skills of those expected in Bowling I; also, improved spare pick up. (Class participation at commercial lanes requires an additional fee.)

HPE 162, Karate I; 1 Unit

...knowledge of the ancient karate customs, traditions, philosophy and principles governing karate application. The student will correctly employ basic techniques: kicking, blocking, striking, footwork, stances and basic breathing.

ISS 100, Self Development; 3 Units

...a knowledge of goals, values, and feelings of people.
To earn the units of credit listed in the courses below, the

(This course is designed to assist the student in beginning to develop an understanding of "self" through the group process, and provides an opportunity for the individual to begin to recognize, accept, develop, and use his various potentials as he encounters himself in a group at this point in his life as a student.)

JAP 101-102, Elementary Japanese I, II; 4 Units Each

...the basic structure of Japanese language: emphasis on listening comprehension, speaking, reading, and writing. Through directed drill and practice in class the student will learn to communicate in correct Japanese. Recommended preparation: None for Japanese 101; competency in Japanese 101 for Japanese 102.

LING 102, Introduction to the Study of Language I; 3 Units

...knowledge of the nature and workings of language and its composition (sound system, grammatical structure and lexicon): representation (oral and written), and divergence (relationships between languages of the world). (General linguistic principles applicable to all languages will be covered. Terms will be introduced making it possible to discuss language and to understand what linguists say and write about it.)

MANGT 021, Introduction to Management; 3 Units

...the management functions of planning, organizing, directing and controlling institutions and organizations. Emphasis is placed on contemporary studies that relate to communication, motivation, and leadership styles. This will also study the systems approach to management and to quantitative decision making techniques.

MANGT 023, Financial Management; 3 Units

...the ability to handle business finance from the financial manager's vantage point, especially ratio analysis, profit planning, and use of leverage, rates of return, and short and long-term financing. Recommended preparation: Competency at Economics 150, Management 021, Accounting 020 and 021 (or Accounting 201) levels.

MATH 100, Survey of Mathematics; 3 Units

...basic mathematical concepts, including algebraic methods, probability and statistics, geometry, mathematical structures, logic, proofs, functions and relations. (An elementary treatment of mathematics for the non-specialist emphasizing its value in our culture; not a
student -- under given conditions -- will competently demonstrate...

preparation for advanced mathematics courses, nor a course to develop specific skills.)
Recommended preparation: Competency at Math 025 level.

MATH 111, Introduction to Mathematics; 3 Units
...the use of basic arithmetic concepts of the number systems, including the nature, structure, proofs, and operations of sets, relations, functions, systems of numeration, and the systems making up the real number system. (This course is primarily for pre-Elementary Education majors; it is not meant to provide a review of arithmetic operations, nor methods of teaching.)
Recommended preparation: Math 025 level.

MATH 120, College Algebra and Trigonometry; 3 Units
...work with axioms and theorems of the algebra of real numbers; trigonometric, exponential and logarithmic functions; angles, triangles, inverse trigonometric functions and equations; complex numbers, solution of higher degree equations; linear systems, matrices and determinants, progressions and sequences. (This course is required of students preparing for advanced mathematics courses, science majors, and engineers.)
Recommended preparation: Competency at Math 026 level.

MATH 121, Analytic Geometry; 3 Units
...graphs, equations and their loci, lines, conic sections, parametric equations, polar coordinates, and entry level solid analytic geometry. (Necessary for students intending to continue studies in calculus.)
Recommended preparation: Competency at Math 120 level.

MATH 205, Calculus; 3 Units
...correctly analyze and apply the basic concepts of calculus; the techniques of differentiation; integration of algebraic and trigonometric functions; and the applications of differentiation and integration.
Recommended preparation: Competency at the Math 121 level.

MUS 123-124, Elementary Class Lessons; 1 Unit Each
...accomplishment in voice, piano, wind, string instruments, recorder, guitar. Class lessons meet two hours per week; minimum practice expected is 4 hours per week.
To earn the units of credit listed in the courses below, the

MUS 160, Listening to Music with Understanding; 3 Units

... achieved learning of the elements, styles and forms of
music by means of class discussions and written projects.

MUS 180, Fundamentals of Western Music; 3 Units

... fundamental concepts in the organization of music as an
expressive medium in western culture; the roles of composer,
performer and listener; notation as a mode of communication;
and will verify ideas through laboratory experience.
(Emphasis upon singing, music reading, dictation, ukulele
or guitar and recorder-type instrumental playing, using
folk and composed song material.)

OCEAN 201, Science of the Sea; 3 Units

...the science of oceanography: the physical and chemical
properties of sea water; life in the ocean; waves, tides,
and currents, of man's exploration of the sea floor.
(Occasional field trips.)

PHIL 100, Introduction to Philosophy; 3 Units

... learning gained from the great thinkers from Plato to
Sartre about such questions as the nature of man, the
existence of God, the conditions of knowledge, and the
status of reason and value in the good life and society;
and assess these concepts in terms of their relationship
to contemporary world situations.

PHIL 210, Logic; 3 Units

... the correct use of both traditional and symbolic techniques
when examining the principles involved in clear thinking.
In class, the student will study the logical structure
of language, and show the ability to develop analytic
problem-solving skills. Emphasized will be definitions,
truth and validity, fallacious modes of argument, and
the criteria of adequate evidence in science and ordinary
life. (Fulfills mathematics requirement at the Manoa
Campus.)

PHYS 100, Survey of Physics I; 4 Units

... the science of physics, especially heat and mechanics;
physical principles and their historical background.
Recommended preparation: Competency at Math 026 level.
student -- under given conditions -- will competently demonstrate.

PHY 101, Survey of Physics II; 4 Units
...physics with emphasis on electricity and magnetism, wave motion, relatively and quantum theory, and atomic physics.
Recomended preparation: Competency at the Physics 100 and Math 026 levels.

PHY 170, General Physics I; 4 Units
...the analysis of classical experiments, the methods of discovering physical principles, error analysis and scientific report writing with special emphasis on mechanics. (Designed to give students majoring in any of the professional fields a thorough foundation in the fundamentals of physics.)
Recomended preparation: Competency at Math 121 level, or concurrent registration.

POLSC 110, Introduction to Political Science; 3 Units
...his knowledge of the theory, structure, functions, and techniques of modern government, especially as these relate to contemporary problems and controversies. The student will review government through creative and critical thinking about political concepts, institutions and practices.

PSY 100, Survey of Psychology; 3 Units
...the ability to handle the basic principles of human behavior, motivation, learning, perception, emotion, etc., as they relate to the individual human being.

PSY 110, Psychology of Personal Adjustment; 3 Units
...the ability to cope with the patterns of adjustment from the standpoint of the individual: needs, frustrations, conflicts, anxiety, etc. (The stress is on the aspects of good mental health.)

READ 001, Reading Clinic/Speed Reading; Variable Units
...improvement in reading comprehension, vocabulary building, speed reading, phonics and word attack skills, study skills, memory and concentration. Specific course objectives are designed for each student based on standardized test scores and expressed needs. The student works intensively in the reading lab, utilizing a variety of programmed materials and reading machines. The course is open to all students. On their own or upon the referral of any instructor, students may enroll in this course informally. (May be repeated.)
To earn the units of credit listed in the courses below, the

REL 150, Introduction to Religion; 3 Units

... a knowledge of the major living religions through written and oral presentations. Hinduism, Buddhism, Shinto, Confucianism, Taoism, Judaism, Christianity and Islam are the religions which will be researched, compared and contrasted.

REL 151, Religion and the Meaning of Existence; 3 Units

... by critically reviewing the contemporary religions and religious practices as these affect and are affected by our society. The student's research of factual material as applied to today's problems of man's existence will be presented through written and oral work on given topics.

SHTHD 020, Shorthand I; 3 Units

... success in completing the basic principles of shorthand, which includes passing 3 official dictation tests at a minimum speed of 60 words per minute with 95% accuracy.

SHTHD 021, Shorthand II; 3 Units

... the intelligent processing of words, solving a wide variety of problems to produce useable transcripts. (A course integrating shorthand skills with communication skills.)
Recommended preparation: Competency at the Shorthand 020 level.

SHTHD 040, Third Level Shorthand; 3 Units

... the transcription of shorthand notes, increased dictation speed, and quality production of mailable transcripts. The student will pass 3 official dictation tests at a minimum speed of 100 words per minute with 95% accuracy.
Recommended preparation: Competency at Shorthand 022 level.

SOC 151, Introduction to the Study of Society; 3 Units

... the process and challenge of scientific observation and analysis of social behavior, especially as applied to communities of people in Hawaii. The student will learn basic social relationships, norms, social structures, and processes affecting social change.

SP 145, Fundamentals of Oral Communication; 3 Units

... appropriate management of ideas in informative and
student -- under given conditions -- will competently demonstrate...

persuasive speaking; conceptualizing, developing, organizing, orally presenting, and evaluating selected material.

**TYPW 020, First Level Typewriting; 3 Units**

...a mastery of the typewriter keyboard, correctly operating the mechanical controls of the typewriter; typing personal and business letters, postal cards, tabulation problems, manuscripts, interoffice memoranda, invoices and telegrams. Upon completion of this course, the student will type at least 35 words per minute on straight-copy materials for 5 minutes with no more than 5 errors.

**TYPW 021, Second Level Typewriting; 3 Units**

...by typing at least 45 words per minute on straight-copy material for 5 minutes with 5 errors or fewer. The student will review the typewriter fundamentals and develop increased accuracy and speed. He will learn to type different styles of business letters, business reports, including manuscripts; tabulated data, plain and ruled; and job application communication. **Recommended preparation:** Competency at Typing 20 level.

**TYPW 022, Third Level Typewriting; 3 Units**

...by typing at least 52 words per minute on straight-copy material for 5 minutes with 5 errors or fewer. An emphasis will be placed on production and refinement of typing techniques. **Recommended preparation:** Competency at Typewriting 021 level.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 4</td>
<td>Independence Day (Holiday)</td>
</tr>
<tr>
<td>Aug. 18</td>
<td>Admission Day (Holiday)</td>
</tr>
<tr>
<td>Aug. 21-Sept. 15</td>
<td>Faculty Orientation</td>
</tr>
<tr>
<td>Aug. 21-Sept. 15</td>
<td>Student Adv., Orientation, Regis.</td>
</tr>
<tr>
<td>Sept. 4</td>
<td>Labor Day (Holiday)</td>
</tr>
<tr>
<td>SEPT. 18, 19</td>
<td>TERM I BEGINS (MWF, TThS Classes)</td>
</tr>
<tr>
<td>Oct. 9</td>
<td>Discoverers' Day (Holiday)</td>
</tr>
<tr>
<td>Oct. 23</td>
<td>Veterans' Day (Holiday)</td>
</tr>
<tr>
<td>Nov. 7</td>
<td>General Election Day (Holiday)</td>
</tr>
<tr>
<td>Nov. 8, 9, 10, 11</td>
<td>New Student Adv., Orientation, Regis.</td>
</tr>
<tr>
<td>NOV. 14, 15</td>
<td>TERM I ENDS (TThS, MWF Classes)</td>
</tr>
<tr>
<td>NOV. 20, 21</td>
<td>TERM II BEGINS (MWF, TThS Classes)</td>
</tr>
<tr>
<td>Nov. 23</td>
<td>Thanksgiving Day (Holiday)</td>
</tr>
<tr>
<td>Nov. 24, 25</td>
<td>Thanksgiving Recess</td>
</tr>
<tr>
<td>Dec. 22-Jan. 1</td>
<td>Christmas Recess</td>
</tr>
<tr>
<td>Dec. 25</td>
<td>Christmas Day (Holiday)</td>
</tr>
<tr>
<td>Jan. 1, 1973</td>
<td>New Year's Day (Holiday)</td>
</tr>
<tr>
<td>Jan. 15, 16, 17, 18</td>
<td>New Student Adv., Orientation, Regis.</td>
</tr>
<tr>
<td>JAN. 26, 27</td>
<td>TERM II ENDS (MWF, TThS Classes)</td>
</tr>
<tr>
<td>JAN. 31, FEB. 1</td>
<td>TERM III BEGINS (MWF, TThS Classes)</td>
</tr>
<tr>
<td>Feb. 19</td>
<td>President's Day (Holiday)</td>
</tr>
<tr>
<td>Mar. 19, 20, 21, 22</td>
<td>New Student Adv., Orientation, Regis.</td>
</tr>
<tr>
<td>Mar. 26</td>
<td>Prince Kuhio Day (Holiday)</td>
</tr>
<tr>
<td>MAR. 27, 30</td>
<td>TERM III ENDS (TThS, MWF Classes)</td>
</tr>
<tr>
<td>APR. 4, 5</td>
<td>TERM IV BEGINS (MWF, TThS Classes)</td>
</tr>
<tr>
<td>Apr. 20</td>
<td>Good Friday (Holiday)</td>
</tr>
<tr>
<td>Apr. 21</td>
<td>Easter Recess</td>
</tr>
<tr>
<td>May 23, 24, 25, 26</td>
<td>New Student Adv., Orientation, Regis.</td>
</tr>
<tr>
<td>May 28</td>
<td>Memorial Day (Holiday)</td>
</tr>
<tr>
<td>MAY 31, JUNE 1</td>
<td>TERM IV ENDS (TThS, MWF Classes)</td>
</tr>
<tr>
<td>JUNE 3</td>
<td>Commencement</td>
</tr>
<tr>
<td>JUNE 7</td>
<td>TERM V BEGINS (20-DAY SESSION)</td>
</tr>
<tr>
<td>June 11</td>
<td>Kamehameha Day (Holiday)</td>
</tr>
<tr>
<td>June 25, 26, 27, 28</td>
<td>New Student Adv., Orientation, Regis.</td>
</tr>
<tr>
<td>July 1-10</td>
<td>New Faculty, Student Orientation</td>
</tr>
<tr>
<td>July 4</td>
<td>Independence Day (Holiday)</td>
</tr>
<tr>
<td>JULY 6</td>
<td>TERM V ENDS (20-DAY SESSION)</td>
</tr>
</tbody>
</table>

(A "Semester" is concurrent with any two consecutive "Terms").
Board of Regents:  
Stuart T. K. Ho, Chairman (Oahu)  
Herbert M. Richards, Jr., Vice Chairman (Hawaii)  
Robert L. Cushing (Oahu)  
Clarence F. Chang (Oahu)  
Harold C. Eichelberger (Oahu)  
Charles S. Ota (Maui)  
Brian L. Sakamaki (Oahu)

University of Hawaii:  
President, Dr. Harlan Cleveland  
Vice President, Academic Affairs,  
Dr. Stuart M. Brown, Jr.  
Vice President, Business Affairs,  
Mr. William W. Parsons  
Vice President, Community Colleges,  
Dr. Brett H. Melendy  
Chancellor of the Manoa Campus,  
Dr. Wytze Gorter  
Chancellor of the Hilo Complex,  
Dr. Paul Miwa  
Provost of Hilo College, Dr. Charles Neff

The Community Colleges:  
Hawaii Community College:  
Honolulu Community College:  
Kapiolani Community College:  
Kauai Community College:  
Leeward Community College:  
Maui Community College:  
Windward Community College:  
Provost, Mitsugu Sumada  
Provost, Dr. James Thornton, Jr.  
Acting Provost, Henry Kim  
Provost, Edward T. White  
Provost, Dr. Ralph Miwa  
Provost, H. Glen Fishbach  
Provost, Dr. John J. Prihoda

WINDWARD Community College Personnel:  
Provost, Dr. John J. Prihoda  
Dean for Educational Services, Dr. Mel Sakaguchi  
Coordinator for Administrative Services, Keiji Kukino  
Secretary to Provost, Doris S. Takeshita  
Secretary to Dean, Cheryl B. De Medio