It is the policy of all units of the University of Alaska system to provide equal educational and employment opportunities, to provide services and benefits to all students and employees without regard to race, color, religion, national origin or sex in accordance with the laws enforced by the Dept. of HEW/OCR and OEO/DOL including E. O. 11246, Titles VI, of 1964, Title IX of 1972 and Title 41, parts 60-1, 60-2, 60-3, 60-20 and 60-30 and the Public Service Acts where applicable.

Kodiak Community College Catalog

1974-75
KODIAK COMMUNITY COLLEGE
AN EXTENSION CENTER
OF
THE UNIVERSITY OF ALASKA
IN COOPERATION WITH THE KODIAK ISLAND
BOROUGH SCHOOL DISTRICT

P.O. BOX 946
KODIAK, ALASKA 99615
PHONE 486-4161
KODIAK COMMUNITY COLLEGE

CAROLYN FLOYD
Director

Illa Gilbert............................................. Administrative Assistant
Gail Kozak.................................................... Secretary
Laura Resoff.................................................. Accountant
James Landers............................................. Maintenance Supervisor
Frances Rutledge.......................................... Librarian

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Karl Armstrong                        Dolores Padilla
Margaret Childs                        Sam Selvog
Oscar Dyson                            Marion Soule
Jack Lechner                           Gary Stevens
Roy Madsen                             Ross Wood

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Robert C. Greene, Superintendent of Schools, Kodiak Island Borough School District
Carolyn Floyd, Director, Kodiak Community College
Dr. Robert Hiatt, President, University of Alaska
Board of Regents, University of Alaska
UNIVERSITY OF ALASKA STATEWIDE SYSTEM

THE BOARD OF REGENTS

The Regents of the University of Alaska are appointed by the Governor and confirmed by the Legislature.

Robert E. McFarland, President
Anchorage, 1963-1979

Vide G. Bartlett, Secretary
Fairbanks, 1971-1979

A.D. Robertson
Ketchikan, 1967-1975

Roy H. Madsen
Kodiak, 1973-1981

Ronald Wendte
Student, 1974-1976

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Anchorage, 1967-1975

Hugh B. Fate Jr., Treasurer
Fairbanks, 1969-1977

Brian J. Brundin
Anchorage 1969-1977

Frank M. Doogan

Robert W. Hiatt, President of the University. Ex-Officio Member

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President

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Vice President

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Executive Vice President

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Vice President Academic and Faculty Affairs

Lewis E. Haines, Ph.D.
Provost, Southcentral Region

Kenneth M. Rae, Ph.D.
Vice President, Research

Earl H. Beistline, LL.D
Provost, Northern Region
CALENDAR
1974-75

Fall Semester 1974

Registration............................................Sept. 9, 10, 11
Instruction Commences....................................Sept. 16
Late Registration............................................Sept. 16
Add/Drop Charges Commence................................Sept. 18
Deadline for Fall Graduation Application.................Oct. 22
Thanksgiving Vacation......................................Nov. 28, 29, 30
Last Day of Classes.........................................Dec. 21

Spring Semester 1975

Registration.............................................Jan. 20, 21, 22
Instruction Commences.....................................Jan. 27
Late Registration.............................................Jan. 27
Add/Drop Charges Commence................................Jan. 29
Final Deadline for Spring Graduation Application........Feb. 24
Easter Vacation.............................................March 28, 29
Last Day of Classes.........................................May 3
Commencement

Summer Semester 1975

Registration.............................................May 21
Instruction Commences.....................................May 27
Late Registration.............................................May 27
Final Deadline for Summer Graduation Applications........June 27
Independence Day Vacation...................................July 4
GENERAL INFORMATION

PURPOSE: The Kodiak Community College provides, within the scope of its resources, educational opportunities for post high school age residents of the local community. It provides students, to the extent of their individual abilities, intellectual simulation and the opportunity to learn specific skills necessary for educational or occupational advancement.

The Kodiak Community College serves the following groups of people:

1. Those interested in college level courses of study and planning to obtain a bachelor's degree at another college or university.
2. Those who desire two years of college level work to prepare them for specific job opportunities.
3. Those who wish to continue and broaden their education without specific degree or job oriented goals.
4. Those who wish to actively participate in community cultural affairs.
5. Those who wish specific vocational or technical training.
6. Those who wish educational or vocational guidance.

ACCREDITATION: The academic offerings of Kodiak Community College are fully accredited by the Northwest Association of Secondary and Higher Schools through its organizational relationship as part of the University of Alaska. Under the Alaska Enabling Act for community colleges, Kodiak Community College may teach courses regularly taught by the University of Alaska.

STUDENT RESPONSIBILITY: The responsibility for proper registration each semester rests entirely with the student. He is responsible for satisfying graduation requirements at Kodiak Community College and for curriculum coordination with the college to which he expects to transfer. The student is also responsible for awareness of, and compliance with the school procedures.
F E E S

All fees are approved by the Board of Regents, University of Alaska. Due to special funding requirements, some courses which are offered outside the regular schedule (including all second registration courses) may not be included in the consolidated fee and tuition and fees are nonrefundable unless changes are necessitated by the University.

SUMMARY OF SEMESTER CHARGES

<table>
<thead>
<tr>
<th></th>
<th>Resident</th>
<th>Non Resident</th>
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</thead>
<tbody>
<tr>
<td>Full-time Undergraduate Students</td>
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<td></td>
</tr>
<tr>
<td>Nonresident tuition</td>
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<tr>
<td>University fee (12 through 18 credit hours)</td>
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<td>$160.00</td>
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<tr>
<td>(Each additional credit hour above 18)</td>
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</tr>
<tr>
<td></td>
<td>$160.00</td>
<td>$460.00</td>
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<tr>
<td>Part-time Undergraduate Students</td>
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<tr>
<td>7 credit hours</td>
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<td>190.00</td>
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<tr>
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<tr>
<td>Part-time Graduate Students (600-level courses)</td>
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<td>7 credit hours</td>
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<tr>
<td>1/2 through 6 credit hours-$30 per credit hour</td>
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<td></td>
</tr>
</tbody>
</table>

UNDERGRADUATE-GRADUATE COMBINATION FEE

Any combination of undergraduate and graduate credits are charged by the credit hour, but should not exceed $240.00, exclusive of nonresident tuition, except after a combination of 15 credit hours. Fees for additional credit hours will be determined by the greater number of credits taken in either graduate or undergraduate level courses.
RESIDENCY

Alaskan residents and students from Hawaii, the Yukon Territory and the Northwest Territories (Canada) are exempt from nonresident tuition fees. Alaskan residents are defined as persons 18 years of age or over who have established residence in Alaska for a minimum of one year prior to the date set for registration. The residence for those under 18 years of age is the residence of the parents or legal guardian.

CANCELLATION OF CLASSES

Kodiak Community College reserves the right to cancel, combine, to change the time, date or place of meeting, to make other revisions in these class offerings which may become necessary, and to do so without incurring obligation. The college may discontinue a class at any time, if attendance falls below level.

ADMISSION APPLICATION FEE

Students who anticipate receiving an Associate degree from Kodiak Community College are required to submit an application and a nonrefundable fee of $10.00.

LATE REGISTRATION PENALTY

Students registering later than the day designated for that purpose shall pay a late registration fine of $5 for the first day, plus $2 for each succeeding working day to a maximum of $25. This fine is refundable only in the event all classes for which the student registered are cancelled.

DROP/ADD FEE

A drop/add fee of $2 shall be paid for each course, including micro courses, added or dropped after the second day following the start of late registration. The penalty fee will not be levied when changes are necessitated by College cancellation of courses or College rescheduling of classes.

EXAMINATION FEE

A fee of $15 shall be charged for each examination taken for removal of an incomplete clearance of an entrance deficiency or credit by examination. For more than three credits, an additional charge of $1 per credit hour shall be charged.

VOCATIONAL/TECHNICAL

Vocational/Technical fees vary with individual classes. Check with the office for further information.
AUDIT FEES

Fee rates shall apply to students auditing any course in the same manner as for those enrolled for credit.

LABORATORY OR MATERIAL FEES

In addition to the standard course fees laboratory or material fees are charged in some courses.

PAYMENT OF FEES

All charges, deposits, and fees for the semester are due at the time of registration. Students should be prepared to pay the full amount of charges for the semester when they register.

FINANCIAL OBLIGATIONS

The College withholds diplomas of students who are delinquent in paying their debts. Also, the Office of Admissions and Records withholds transcripts until debts of the College have been paid. Students incurring College indebtedness are eligible to have their registration suspended for succeeding semesters. Students withdrawing from a course or cancelling registration must officially withdraw at the college office.

WITHDRAWALS AND CANCELLATION OF ENROLLMENT

Students withdrawing from courses or students who are cancelling enrollment must process a withdrawal or an enrollment cancellation notice at the College office. Refunds will be made according to the following policy:

REFUNDS—GENERAL UNIVERSITY TUITION AND FEES

1. Complete refund of tuition and fee will be made when a withdrawal is made prior to the first day of instruction for the semester or term or in the event courses registered for are cancelled by the College.

2. Withdrawals after instruction or the semester begins and prior to the 8th calendar day of the semester—90% refund

3. Withdrawals from the 8th calendar day and prior to the 15th calendar day of the semester—50% refund

4. Withdrawals from the 15th calendar day or after—no refund

5. Claim for a refund must be made in writing to the College Office at the time of withdrawal. The certified date of withdrawal, as indicated on the official withdrawal slip, will determine the student's eligibility for a refund. Applications for refund may be
refused unless they are made during the semester in which they apply.

6. Students withdrawing under discipline forfeit all rights to refund of any portion of their fees.

7. Vocational/technical course fees will be subject to this refund schedule.

8. Laboratory and materials fees, and miscellaneous fees shall not be subject to refund.
ACADEMIC REGULATIONS

ADMISSION REQUIREMENTS

Any person who has a high school diploma, or who is 18 years of age or over, may be admitted.

High school students desiring to attend classes at Kodiak Community College are required to forward a letter requesting admission to Kodiak Community College from the parent and/or guardian and the Principal of the high school which the student is attending.

A student who has been enrolled at any other campus within the University of Alaska statewide system will be required to request an original transcript from the campus to be forwarded to the Office of Admissions & Records. Students who have previously taken academic programs or course at off campus locations or extension centers within the Southcentral Region will not be required to forward transcripts of academic work taken at those campus locations. Applicants who have attended other accredited institutions are eligible for admission. The University will transfer credits from such institutions, providing that the grades of courses completed are "C" or better. Transfer credits are evaluated and equated by the Office of Admissions & Records. Transfer students may be asked to provide the Admissions Office with catalogs of colleges previously attended.

The Kodiak Community College will, at its discretion determine whether transfer courses are adequate for an appropriate major not offered at the Kodiak Campus.

ADMISSION TO PART TIME STUDENTS

Part-time students, those enrolling for 11 credit hours or less, are subject to the academic regulations of the University. They are not considered degree candidates until regular admissions requirements are met, i.e. submit application for admission with $10 admission fee.

REGISTRATION

General registration is conducted three times a year at the beginning of each trimester session. General Registration is conducted on a "first come, first served basis", to assure impartiality.
CLASS STANDING

Class standing is determined on the basis of total credits earned:

Students are classified as:

Freshman. ......................... .0-29 credits

Sophomore ......................... 30-59 credits

Junior. .............................. 60-94 credits

Senior. .............................. 95 credits

Transfer students will be given class standing on the basis of the number of credits accepted by the University of Alaska. Special students are registered without class standing.

STUDY LOAD

Students may register for a maximum of 18 semester credit hours without special approval of the Director of the college. A full-time under-graduate student is one who enrolls for 12 or more semester hours of credit. A full-time graduate student is one who enrolls for 9 or more semester hours of credit.

CREDIT BY EXAMINATION

An enrolled student is eligible to request credit by examination through the College office. The request must be initiated a minimum of 40 days prior to the date of the examination. When the request is granted, the student is required to pay the fees for the examination. A course in which a student has previously registered or audited may not be completed by credit by examination. The examination for a specific course is graded P (pass), F (fail), or a letter grade.

Grades earned by Credit-by-Examination are not awarded grade points and are not included when computing grade point averages. The University of Alaska generally grants appropriate credit for each area examination of the general examinations offered through the College Level Examinations Program (CLEP).

ATTENDANCE

Regular attendance is expected in all classes. Unexcused absences may result in a student's being dropped from a course with a failing grade.
GRADING SYSTEM

Only letter grades appear on the student's permanent academic record. These are as follows:

A - An honor grade: Indicates originality and independent work, a thorough mastery of the subject, and the satisfactory completion of more work than is regularly required.

B - Indicates outstanding ability above the average level of performance.

C - Indicates a satisfactory or average level of performance.

D - The lowest passing grade: indicates work of below average quality and performance.

F - Indicates failure.

P - Indicates passing work and carries no grade point.

S - Indicates satisfactory completion, is used for graduate theses, special courses, and specific career oriented courses, workshops, and seminars.

U - Unsatisfactory: Awarded to students in career oriented programs. A grade of U (unsatisfactory) indicates unsatisfactory performance for the course and carries no grade points.

I - Awarded only in cases where the student must perform additional work for satisfactory completion of the course. May be awarded for unavoidable absences or other conditions beyond the control of the student.

DF - Indicates that the course requirements cannot be completed by the end of the semester; that credit may be withheld without penalty until the requirements of the course are met within an approved time. This designation will be used for courses such as thesis, special projects, etc., that require more than one semester to complete.

AU - Audit: Courses may be audited by permission of the instructor only persons auditing a class are not responsible for work assigned, or tests, and do not receive credit for the course. Fees are assessed in the same manner as for those courses being taken for credit.

W - Awarded when a student withdraws from a course prior to the end of the course. A student may initiate a request to withdraw from any course up to two weeks prior to the final examination.

CR - Indicates credit given.

NON-CR - Indicates registered with no credit.
WITHDRAWALS

Withdrawals enacted during the first two weeks of the semester will not be recorded on the student's permanent record.

DROP/ADD

A student is responsible for completing the courses in which he is enrolled. He may, if circumstances warrant, withdraw without grade penalty under the provisions outlined under the classification of Withdrawals. Courses may be added or dropped by initiating a Drop/Add card through the College office. Policies governing the Drop/Add process are available through the office.

Students wishing to add courses to their schedules may do so until the end of the late registration. The Drop/Add fee is $2 per transaction. Drop/Add cards may be obtained from the office. It is the responsibility of the student to request the processing of the Drop/Add transaction at the College office.

ACADEMIC PETITIONS

Any deviation from academic requirements and regulations must be approved by academic petition. A petition form, which requires the signature of the Director, may be obtained from the College office.

TRANSCRIPTS

May be ordered from the Office of Admissions & Records, Southcentral Regional Center. Transcripts are released only at the student's request or at the request of philanthropic organizations sponsoring students. Transcripts are not released until the student has removed any indebtedness to the University.

CHANGE OF GRADE

In the event a grade is erroneously awarded by an instructor or professor, that professor, instructor, or the Director of the College may complete a Change of Grade Request Form. The completion of the form assures the change of the grade. A change of grade cannot be made to (W) or (I) unless the grade was erroneously posted.

GRADUATE UNDER THE CATALOG IN EFFECT

A student may elect to graduate under the catalog in effect:
1. For the year he entered the program
2. For the year in which he completes the program
3. For the year in which he declares or changes his major
PRIVACY OF STUDENT RECORDS

Recognizing the need to insure privacy of individual student records, the Kodiak Community College releases information only for authorized legitimate professional use related to the student's program.

TRANSFER CREDIT EVALUATION

Students transferring to Kodiak Community College from other colleges or universities must request that official transcripts from those institutions be forwarded directly to the College office. Evaluations Officer will evaluate transcripts from other institutions and, when possible, equate credits earned elsewhere with University of Alaska credits. Only courses completed with a grade of "C" or better will be accepted by the University. In some instances, transfer students may be asked to provide the Evaluations Officer with catalogs of colleges previously attended.

APPLICATIONS FOR GRADUATION

Students must apply for graduation prior to the expected date of graduation. Final deadline dates for graduation analysis appear in the academic calendar for the University. Applications for graduation filed after the deadline date will be processed for graduation the following semester.

Candidates should complete the "Application for Degree" form at the College office after completing approximately 45 semester credits towards an Associate Degree.

GRADUATION CERTIFICATION

Upon receipt of the "Application for Degree" form, the Graduation Certification Officer will apply all University of Alaska credits and the student's transfer credit evaluation to the "Check list" designed to each major area within a degree program. The Certification Officer checks for overall requirements, major credit work is checked and approved by the major department with verification submitted to the Certification Officer to be filed in the Office of Admissions and Records. Should there be a discrepancy, the Certification Officer will contact the student.

The Certification Officer will designate courses fulfilling general University requirement for the degree and will specify courses yet to be completed.

Following the successful completion of the final semester in the degree program, the course completion notice is compared with the check list and the degree is certified by the Director of Admissions and Records for the Southcentral Region.
GENERAL REQUIREMENTS FOR UNDERGRADUATE DEGREES

To receive a degree from the College, a student must have earned the required number of credits as well as satisfied the special requirements of his curriculum. He must attain an average of 2.00 (C) in all work as well as in major and minor fields; transfer students must maintain a 2.00 (C) average in all work at the Kodiak Community College.

GENERAL ASSOCIATE DEGREE REQUIREMENTS

Associate degree awards generally require the completion of 60 semester hours for the degree. Variations within the Associate degree requirements are specified within each of the degree programs. Students completing 30 semester hours should submit a degree application to the college office.

COURSE NUMBERING SYSTEM

The first numeral of a course numbered in hundreds indicates the year in which the course is normally offered in its own department. For example, Engl. 101 is given for first-year students and Engl. 342 is given for third year students.

0-49 Non-credit courses. May not be applied toward an Associate Degree and are not considered transfer credit courses.

50-99 Associate Degree level courses. May be applied toward an Associate Degree, but are not applicable toward Baccalaureate Degree.

100-199 First year or Freshman level courses.

200-299 Second year or Sophomore level courses.

300-399 Third year or Junior level courses.

400-499 Fourth year or Senior level courses.

600-699 Graduate level courses. Qualified undergraduates may be admitted with permission of the Head of the Division in which the course is offered.

SPECIAL COURSE NUMBERING

-91, -92 indicate seminars.

-93, -94 Indicate special topics.

695-698 indicates graduate thesis, special project, or dissertation.

-99 indicates individual study.
FINANCIAL AIDS

Three types of aid are available at Kodiak Community College.

- Grants and Scholarships (Gift Aid)
- Loans
- College Work-Study Program

APPLICATION PROCEDURES

Financial aid applications are available from the College Office. In addition to the general application a student must file a Parent Confidential Statement (PCS) or Student's Financial Statement (SFS).

The individual award is based on financial need, as documented. The award may be a combination of funds from the three different sources, depending on individual need and availability of funds. Such a combined award is commonly called a "package".

GRANTS

Basic Educational Opportunity Grants are based on a federal formula that applies to all students throughout the country. The formula takes into account the amount student and family can be expected to contribute to the cost of higher education. The application form may be obtained from the College office but is processed by one central agency in Iowa City, and the notification of family contribution will be sent directly to the student. The student is then responsible for sending the notification of award to the College office. The amount of Basic Grant will be calculated by the school and made a part of the aid package.

Supplemental Educational Opportunity Grants are available to a limited number of eligible students. The grants are awarded on the basis of acute need as documented by the PCS or SFS.

LOANS

Alaska State Scholarship Loan Program is administered by the Department of Education, Pouch F, Juneau, Alaska, but applications may be obtained from the College Office. Funds for this program, authorized each year by the Alaska State Legislature, may be used for tuition, fees, books, room and board up to a maximum of $2,500 for undergraduate students and $5,000 for graduate students. The interest rate is 5 percent per annum and the repayment period is six years. Funds for this program may be used at educational institutions outside the state.

COLLEGE WORK STUDY PROGRAM

Kodiak Community College participates in the Federal Work-Study Program. The University determines eligibility for this program on the basis of student financial need. A financial aid application and needs analysis document are required.
MILITARY AND VETERANS SERVICE

MILITARY TRANSCRIPT REQUESTS

Any student who has completed one or more courses at any unit of the University of Alaska may request a military transcript for military purposes only. The request is submitted to the University's Office of Admissions and Records through the Kodiak Community College office.

Attached to this request is the evaluation of his military services schooling, a DD 295 form and certificates for each course the student has completed by the United States Armed Forces Institute (U.S.A.F.I.). No transcript of work completed at other academic institutions is sent with this request.

VETERANS

Veterans Administration application forms are available at the College office to enable veterans to receive GI bill benefits promptly.

Students eligible for VA educational benefits who plan to enroll at Kodiak Community College should contact the College office prior to registration each semester.
ADULT BASIC EDUCATION

The Adult Basic Education program provides G.E.D. exams, classes and tutoring for individuals with less than a high school education who wish to acquire skills which will lead to better jobs or training in academic or vocational-technical programs offered by the State, private institutions, or Kodiak Community College.

The basic skills emphasized are those of communication (reading spelling, writing, and English as a Second Language) and mathematical problem solving.

Adult Basic Education instruction is open to persons over 16 years of age who have not attained a high school education.

CLERICAL CLUSTER

A Clerical Cluster program is available at Kodiak Community College for students who wish to prepare themselves for the secretarial field.

The Clerical Cluster program operates from 9 a.m. to 12 noon, Monday thru Friday. Subjects covered in this program include: Typing, Office Machines, Office Procedures, Shorthand, Accounting and MC/ST.

FISHERIES INSTITUTE

The annual Fisheries Institute coordinated by Kodiak Community College concentrates on topics of interest to the local fishermen. Outside specialists skills in fisheries are utilized. The 1974 Fisheries Institute focused on bottomfishing. Specialists discussed and answered questions about various aspects of bottomfishing.
ASSOCIATE DEGREES

The Community College offers the Associate in Arts and the Associate in Applied Science Degrees. The student should note that while specific and general requirements are identical or quite similar for most degrees, there are numerous exceptions.

The regulations of the Board of Regents of the University of Alaska provide that the Associate degree be conferred on any student who satisfactorily completes the courses outlined. With counseling and careful selection, a student will be able to select his lower division work so that it satisfies the requirements for graduation as well as transfer to a senior institution. Satisfactory completion for the purpose of receiving an Associate Degree is interpreted to mean a grade point average of 2.0 or better "C" average.

A total of 60 credits are required for graduation.

At least 15 of these must be University of Alaska credits.

To receive an Associate Degree, a student must have been enrolled during the year preceding graduation.

PROGRAM REQUIREMENTS

Degree programs are listed in alphabetical order. Specific and General Requirements for Associate Degrees, when not specified, will be in accordance with the General Requirement listings in this section. The alphabetical listing of programs will refer back to this section when applicable.
ASSOCIATE IN ARTS DEGREE

I. General Education Requirements

A. Specific Requirements
   1. Written Communication
   2. Speech Communication

B. General Requirements
   Select three areas below. Complete six credits in each area:
   1. Humanities
   2. Social Science
   3. Natural Science
   4. Mathematics

   Credits
   6
   3

II. Major Specialty

See alphabetic listing of programs (No course used to meet the general education requirements may be used to meet the requirements of the major).

   Electives to total 60

II. A total of 60 credits required for graduation

The Associate in Arts Degree is granted in every Division and in every Discipline within the Community College. When not otherwise specified in the alphabetical listing of Degree Programs, the requirements are as follows:

1. Complete the General Education Requirements for the Associate in Arts Degree as listed in this section.

2. Complete 20 to 30 credits in the specific Division or Discipline. These courses are to be selected with the student's program coordinator or discipline facilitator.

3. Electives to a total of 60 credits.

NOTE: No course used to meet the General Education Requirements may be used to meet the requirements of the major.
ASSOCIATE IN APPLIED SCIENCE DEGREE

I. General Education Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Written Communication</td>
<td>6</td>
</tr>
<tr>
<td>B. At least six credits in any of the following areas:</td>
<td></td>
</tr>
<tr>
<td>1. Humanities</td>
<td></td>
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<tr>
<td>2. Social Science</td>
<td></td>
</tr>
<tr>
<td>3. Natural Science</td>
<td></td>
</tr>
<tr>
<td>4. Mathematics</td>
<td>6</td>
</tr>
<tr>
<td>C. Speech Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

II. Major Specialty

A. Specified courses to total at least 30
See alphabetical listing of programs

III. A minimum of 60 credits required for graduation

A. Electives to total 60

NOTE: No course used to meet General Education Requirements may be used to meet the requirements of the Major Specialty
SAMPLE PROGRAM PLAN FOR ASSOCIATE IN ARTS DEGREE

1st Semester

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<tr>
<td>Speech</td>
<td>3 Cr</td>
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<tr>
<td>Elective</td>
<td>3 Cr</td>
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<tr>
<td>Student's Major Specialty</td>
<td>3 Cr</td>
</tr>
<tr>
<td>Elective</td>
<td>3 Cr</td>
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<tr>
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2nd Semester

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<td>Written Communication</td>
<td>3 Cr</td>
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<tr>
<td>Elective</td>
<td>3 Cr</td>
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<tr>
<td>Major Specialty</td>
<td>3 Cr</td>
</tr>
<tr>
<td>Major Specialty</td>
<td>3 Cr</td>
</tr>
<tr>
<td>Begin first 3 credit courses to satisfy Section B under general requirements.</td>
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</tr>
<tr>
<td>Total</td>
<td>15 Cr</td>
</tr>
</tbody>
</table>

3rd Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Specialty</td>
<td>3 Cr</td>
</tr>
<tr>
<td>Major Specialty</td>
<td>3 Cr</td>
</tr>
<tr>
<td>Major Specialty</td>
<td>3 Cr</td>
</tr>
<tr>
<td>Take two 3 credit courses to satisfy Section B of general requirements</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>15 Cr</td>
</tr>
</tbody>
</table>

4th Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Specialty</td>
<td>3 Cr</td>
</tr>
<tr>
<td>Take three 3 credit courses to satisfy Section B of general requirements</td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td>3 Cr</td>
</tr>
<tr>
<td>Total</td>
<td>15 Cr</td>
</tr>
</tbody>
</table>

TOTAL..............................................60 Cr

NOTE: Some A.A. Degree Programs require more than 60 credits
SAMPLE PROGRAM PLAN FOR ASSOCIATE IN APPLIED SCIENCE DEGREE

1st Semester

Written Communication......................................................... 3 Cr
Humanities, Natural Science, Math or Social Science...................... 3 Cr
Speech................................................................. 3 Cr
Major Specialty......................................................... 3 Cr
Major Specialty......................................................... 3 Cr

Total............................................................................... 15 Cr

2nd Semester

Written Communication......................................................... 3 Cr
Humanities, Natural Science, Math or Social Science...................... 3 Cr
Major Specialty......................................................... 3 Cr
Major Specialty......................................................... 3 Cr
Major Specialty......................................................... 3 Cr
Major or Elective......................................................... 3 Cr

Total............................................................................... 15 Cr

3rd Semester

Elective................................................................. 3 Cr
Major Specialty......................................................... 3 Cr
Major Specialty......................................................... 3 Cr
Major Specialty......................................................... 3 Cr
Elective................................................................. 3 Cr

Total............................................................................... 15 Cr

4th Semester

Major Specialty......................................................... 3 Cr
Major Specialty......................................................... 3 Cr
Major Specialty......................................................... 3 Cr
Elective................................................................. 3 Cr
Elective................................................................. 3 Cr

Total............................................................................... 15 Cr

TOTAL........................................................................... 60 Cr

NOTE: Some A.A.S. Degree Programs require more than 60 credits
Associate in Arts Degree

I. Specific Requirements

II. General Requirements
   See General Information at the beginning of this Section.

III. Major Specialty:
   20 or more credits
   Required course:
   - Biol. 105 Fundamentals of Biology
   Suggested courses:
   *Biol. 210 Physiology
   *Biol. 252 Genetics
   *Biol. 271 Ecology
   *Biol. 242 Microbiology
   *Biol. 293 Plant Form and Function
   Biol. 111-112 Human Anatomy and Physiology

   *These courses are required for students who plan to earn a Bachelors Degree in Biology. They are not required for an Associate of Arts Degree.

IV. Total Credits: (Electives to Total) ......................... 60
Associate In Arts Degree

1. Specific Requirements Credits

2. General Requirements:
   See General Information at the beginning of this section.

3. Major Specialty:
   20 or more credits.
   Suggested courses:
   - Eng. 131 Introduction to Literature
   - Eng. 175 Vocabulary Development
   - Eng. 189 Technical Report Writing
   - Eng. 201-202 Masterpieces of World Literature
   or
   - Eng. 203-203 Survey of British Literature
   Special Topic courses

   These courses are required for students who plan to earn a Bachelors Degree in English. They are not required for an Associate in Arts Degree.

4. Total Credits (Electives to Total ... . . . . . 60
Associate in Arts Degree

I. Specific Requirements:

II. General Requirements:
    See General information at the beginning of this section.

III. Major Specialty:
    Any combination of Art, English, Foreign Language, Journalism, Linguistics, Music, Philosophy, Speech, Drama. Must include Humanities 211 and 212 and one Literature course.
    Minimum 20 credits in major requirement.

IV. Total Credits: (Electives to Total).........................60
Associate in Arts Degree

NATURAL SCIENCE

I. Specific Requirements: 

II. General Requirements: 
   See General information at the beginning of this section

III. Major Specialty:
   Any combination of biology, chemistry, geology, and physics minimum of 20 credits.

IV. Total Credits: (Electives to Total) ................. 60
I. Specific Requirements

II. General Requirements
See general information at the beginning of this section

III. Major Specialty

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FT 101</td>
<td>Fishing Hand Skills</td>
<td>4</td>
</tr>
<tr>
<td>FT 102</td>
<td>Living on a Fishing Vessel</td>
<td>4</td>
</tr>
<tr>
<td>FT 113</td>
<td>Fishermen's Navigation</td>
<td>3</td>
</tr>
<tr>
<td>FT 120</td>
<td>Fisheries Oceanography I</td>
<td>3</td>
</tr>
<tr>
<td>FT 130</td>
<td>Fish Behavior &amp; The Fishing Gear</td>
<td>3</td>
</tr>
<tr>
<td>FT 131</td>
<td>Fishing Vessel Handling</td>
<td>3</td>
</tr>
<tr>
<td>FT 132</td>
<td>Fishing Vessel Maintenance &amp; Repair I - Hull</td>
<td>3</td>
</tr>
<tr>
<td>FT 141</td>
<td>Crew Rights &amp; Privileges</td>
<td>1</td>
</tr>
<tr>
<td>FT 145</td>
<td>Operating and Regulatory Recordkeeping</td>
<td>2</td>
</tr>
</tbody>
</table>

Elective courses, at least two from fishing methods group listed below. Minimum 7 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FT 103</td>
<td>Trawling - Shrimp</td>
<td>4</td>
</tr>
<tr>
<td>FT 104</td>
<td>Gillnetting - Salmon</td>
<td>3</td>
</tr>
<tr>
<td>FT 106</td>
<td>Purseseining - Salmon</td>
<td>4</td>
</tr>
<tr>
<td>FT 107</td>
<td>Potfishing - King &amp; Tanner Crab</td>
<td>4</td>
</tr>
<tr>
<td>FT 108</td>
<td>Potfishing - Dungeness Crab &amp; Shrimp</td>
<td>4</td>
</tr>
<tr>
<td>FT 110</td>
<td>Longlining (Hooks) - Halibut, Blackcod, and others</td>
<td>4</td>
</tr>
</tbody>
</table>

General Electives, one of these must be an additional 100 course from the fishing methods group, and the balance from 200 courses. Minimum 16 credits.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FT 205</td>
<td>Trawling - Bottomfish</td>
<td>3</td>
</tr>
<tr>
<td>FT 209</td>
<td>Potfishing for Fish</td>
<td>4</td>
</tr>
<tr>
<td>FT 210</td>
<td>Longlining (Pots) - Blackcod, Other Fish and Crab</td>
<td>3</td>
</tr>
<tr>
<td>FT 212</td>
<td>Potential Commercial Fisheries</td>
<td>2</td>
</tr>
<tr>
<td>FT 213</td>
<td>Fishermen's Navigation II - Advanced Plotting</td>
<td>3</td>
</tr>
<tr>
<td>FT 221</td>
<td>Fisheries Oceanography II - Fishermen's Evidence</td>
<td>3</td>
</tr>
</tbody>
</table>
FT 222  Fisheries Oceanography III - Scientific Evidence  3
FT 223  Fisheries Oceanography IV - Basic Fisheries Management  3
FT 234  Fishing Vessel Maintenance III - Power Transfer Systems  3
FT 235  Fishing Vessel Maintenance IV - Piping & Circulating Systems  2
FT 236  Fishing Vessel Maintenance V - Electrical Systems  3
FT 237  Fishing Vessel Maintenance VI - Electronics  2
FT 238  Fishing Vessel Maintenance VII - Deck Rigging  2
FT 240  Economics of the Share System  2
FT 242  Safety on the Fishing Vessel  2
FT 243  Crew Competence and Training  1
FT 244  Vessel Management and Financial Records  3
FT 245  Fishing Records and and Applied Mathematics  3
FT 269  Fisheries Management, Domestic and International  3
FT 270  Fishermen's Organizations  

TOTAL  64
Associate in Applied Science

SECRETARIAL STUDIES

I. Specific Requirements

II. General Requirements

Acc. 101-102 Elementary Accounting ......................... 6
OR
Acc. 51-52 Introduction to Accounting ....................... 6
Econ. 101 Introduction to Current Econ. Problems ........... 3
OR
Econ. 121 Principles of Economics I ............................ 3
Speech .......................................................... 3

Three credits from the following courses:
  Econ. 122 Principles of Economics II ....................... 3
  P.S. 101 Intro to American Government .................... 3
  B.A. 241 Business Law ......................................... 3

Six credits from the following courses:
  Engl. 67-68 Elementary Exposition ............................ 6
  S.S. 131 Comprehensive Business English ................ 3
  Engl. 111 Methods of Written Communication ............. 3
  Engl. 211 Advanced Composition and Modes of Lit. ....... 3
  OR
  Engl. 213 Advanced Composition ................................ 3

Three credits from the following courses:
  Soc. 101 Intro to Sociology ................................... 3
  Psy. 101 Intro to Psychology .................................. 3
  S.S. 209 Business Relationships ............................... 3

III. Major Specialty:
  S.S. 101 Beginning Shorthand .................................. 4
  S.S. 102 Intermediate Shorthand ............................... 4
  S.S. 103 Elementary Typewriting ............................... 3
  S.S. 105 Intermediate Typewriting ............................ 3
  S.S. 106 Advanced Typewriting ................................ 3
  S.S. 201 Advanced Shorthand ................................... 3
  S.S. 203 Office Machines ....................................... 3
  S.S. 204 Conference Reporting .................................. 4
  S.S. 210 Office Procedures .................................... 3
  S.S. 231 Business Communications ............................ 3

IV. Total Credits: (Electives to Total) ......................... 60

*S.S. 201 Advanced placement to S.S. 204 with permission of instructor.
COURSE DESCRIPTIONS

DESCRIPTION OF COURSES

The courses that are described on the following pages are listed alphabetically by discipline.

Associate degree level courses are those numbered 50-99 and may be used toward the attainment of the Associate Degree.

College transfer credit courses, numbered 100 and above, are applicable to baccalaureate degrees upon transfer.

Courses following each other in sequence will be numbered in sequence, i.e., History 101/102. In a sequence, the first course is generally a prerequisite for the second.

UNLISTED COURSES

Some courses will be offered that are not listed in this catalog; this is due in part to developments after the catalog deadline.

A number of courses not published in the catalog are known as "S.T." courses -- special topic courses that have been developed at the suggestion of the students, the public, and the faculty. A special topics course might eventually be retained as a permanent class under the standard course numbering system.

Other courses are being added to the curricula. The student is advised to consult the schedule of classes each semester which lists the courses currently being taught.
ACCOUNTING

Acc. 51
INTRODUCTION TO ACCOUNTING I
This course is designed for the general business student for whom it may be the final study of accounting; or, for the person who intends to continue the study of accounting. This course covers the fundamental accounting processes dealing with the bookkeeping and accounting functions for service businesses and for merchandising businesses owned by a single proprietor. It is an introduction to the theory and principles of accounting as applied to the modern business field.

Acc. 101
ELEMENTARY ACCOUNTING I
An introductory course in accounting concepts and procedures for a business. Emphasis is placed on the accounting cycle and the recording, summarizing, and interpretation of accounting data.

Acc. 102
ELEMENTARY ACCOUNTING II
A continuation of introductory accounting concepts and procedures with the introduction of manufacturing operations. Emphasis is placed on cost accounting and additional financial statements to be used in making management decisions. Prerequisite: Accounting 101.

Acc. 210
INCOME TAX
A study of Federal and State income taxes relating primarily to the individual citizen of Alaska with emphasis on the preparation of tax returns, tax planning, and analysis of selected tax problems. Prerequisite: Accounting 101.

Acc. 252
INTRODUCTION TO COST ACCOUNTING
An introductory course in cost accounting for manufacturing operations with thorough treatment of job order cost accounting and process cost accounting. Prerequisite: Accounting 101

Acc. 311
Acc. 312
INTERMEDIATE ACCOUNTING (3+0)
A treatment in depth of the balance sheet accounts and procedures for their analysis and correction. Study of working capital and fixed assets will receive special emphasis during Fall semester. Special attention will be given to long-term liabilities and stockholders' equity during Spring semester. (Prerequisite: Acc. 102. If scheduling permits, students should take Acc. 210 and 252 before Acc. 311 and 312.)
ANTHROPOLOGY

Anth. 101 3 Credits
THE STUDY OF MAN
   Introduction to Anthropology, including the physical and cultural aspects of man.

Anth. 200 3 Credits
HERITAGE OF ALASKA NATIVES (Same as History 200)
   The methodology of ethnohistory of Alaska Natives and consideration of cultural contacts, cultural breakdowns, and interaction of Natives with other people.

Anth. 202 3 Credits
CULTURAL ANTHROPOLOGY
   Basic theories and current concepts of cultural anthropology regarding the social, political, and aesthetic life of primitive societies. Prerequisite: Anth. 101 or permission of the instructor.

APPLIED STATISTICS

A.S. 301 3 Credits
ELEMENTARY PROBABILITY AND STATISTICS (3+0)
   Descriptive statistics, frequency distributions, mean, median, mode, standard deviation, elementary probability, inferential statistics, estimation of population parameters, tests of hypothesis, including non-parametric methods, correlation, linear regression, and analysis of variance. (Prerequisites: Math 106 or Math 121 and junior standing or consent of instructor.)

ART

Art 105 3 Credits
Art 106 3 Credits
FREEHAND DRAWING
   Exploration of basic drawing principles - lines, value, form, structure, perspective, texture, pictorial design in various media from objects, figures, landscapes, pure forms. Art 105-106 may be taken in reverse order.

Art 161 3 Credits
Art 162 3 Credits
DESIGN AND COLOR THEORY
   Fundamentals of form, color, visual perception; principles of composition, organization, and structure. Emphasis on two-dimensional design. Art 161-162 may be taken reverse order.
BEGINNING OIL PAINTING

Introduction to painting procedure. Still life, landscape, and figure studies in oil and varied media. Art 213-214 may be taken in reverse order. Prerequisites: Art 105 and 162 or permission of the instructor.

WEAVING

This course will cover various weaving techniques, including the traditional loom weaving, different kinds of primitive weaving (backstrap loom, Inko loom, Hungarian loom, etc.), tapestry weaving, macrame, and spinning and dying yarns. The emphasis will be on individual creativity and experimentation within these techniques.

INTRODUCTORY PHOTOGRAPHY

Basic principles of photography; exploration of photography as a means of artistic expression; its relationship to other art media. Cross listed with Journ. 203.

AVIATION TECHNOLOGY

PRIVATE PILOT GROUND SCHOOL

Preparation for the Federal Aviation Administration Private Pilot Examination. Includes aircraft and engine operation and limitations, aircraft flight instruments, navigation, the navigation computer, meteorology to include the national weather information, dissemination services, Federal Aviation Regulations, FAA Airman's Information Manual (AIM), radio communications, and radio navigation.

COMMERCIAL GROUND INSTRUCTION

Advanced work in topics discussed in Aviation Technology 100 plus: alcohol and drugs and their effect in flight; aircraft engines, systems performance and limitation; the radar environment; introduction to IFR charts; use of oxygen; medical facts for pilots; good operating practices, high performance aircraft; emergency procedures, pilot responsibilities, icing and maneuvers. Prerequisites: AT 100 or passing score on FAA Private Pilot Exam or permission.
BEHAVIORAL SCIENCE

B.S. 101 3 Credits
FIELD OBSERVATION
Observation experience within a series of three agencies in which an awareness of intake procedures, services provided, and follow-up will be discussed. Prerequisite: B.S. 102 or may be taken concurrently.

B.S. 102 3 Credits
INTRODUCTION TO BEHAVIORAL SCIENCE
The science of man as a social animal, his social process experience perception, and behavior with added emphasis upon motivation, learning, sensation, and personality in an attempt to construct an interaction framework in understanding predicting human behavior.

B.S. 201 3 Credits
FIELD PRACTICE
Practical experience within an agency, under the guidance of field supervisors, collecting and interpreting client information, ways relating to clients in a therapeutic manner will be developed in the training experience. Prerequisite: B.S. 101 and 102 and Soc. 109 or B.S. 202 or may be taken concurrently with Soc. 109 or B.S. 202.

B.S. 202 3 Credits
METHODS OF INTERVENTION
Introduction to the methods of intervention with individuals undergoing stress. Study of approaches to problem solving are explored from the standpoint of short term intervention into a crisis situation by the para-professional social service worker, includes communication, interview skills and basic social work methods.

B.S. 251 3 Credits
RESEARCH PRINCIPLES
Basic principles of scientific methods, its application to Behavioral and Social Science statistics. The implication of systematic assessments, experimentation and survey methods for empirical conclusions concerning social and behavioral functions and causes.
BIOLOGY

Biol. 101  
BIOLOGY AND MAN  
A survey of biological principles as applied to the problems 
of man. Human physiology, genetics and evolution. A course 
designed primarily for nonscience majors.

Biol. 102  
ECOLOGY AND ANIMAL BEHAVIOR  
Ecology and introduction to animal behavior. (Biology 101 
is not a prerequisite to Biology 102)

Biol. 105  
FUNDAMENTALS OF BIOLOGY  
An introductory course open to students in all curricula. 
Basic principles of living systems: chemical and structural bases; 
major metabolic mechanism; reproduction and development; genetics; 
evolution, and diversity; environmental relationships; and 
mechanisms for stability of cells, organisms, and populations.

Biol. 106  
FUNDAMENTALS OF BIOLOGY II  
Vertibrate Physiology and anatomy. A survey of the 3 living 
for those needing a complete one year course in the Biological 
Sciences. Prerequisite: Biol. 105.

Biol. 111  
HUMAN ANATOMY AND PHYSIOLOGY  
The study of structure and function of the human body as 
related to the skeletal, muscular, nervous and cardiovascular 
systems. Emphasis on interrelationship between systems.

Biol. 112  
HUMAN ANATOMY AND PHYSIOLOGY  
Biology 112 - is a continuation of Biology 111 - The study 
structure and function of the digestive, urinary, respiratory, 
reproductive and endocrine systems. Microbiology incorporated.

Biol. 210  
PHYSIOLOGY  
Physiology of organisms at the molecular, cellular, organ 
and system levels. Prerequisites: Biology 105 with a grade of B 
or better, or Biology 105 and sophomore standing: Chemistry 101 
or 104.
Biol. 239 4 Credits
PLANT FORM AND FUNCTION
Structure, function, ecology, and evolutionary patterns of the major groups of plants. Prerequisites: Biology 105 with a grade of B or better, or Biology 105 and sophomore standing.

Biol. 242 3 Credits
INTRODUCTION TO MICROBIOLOGY
Survey of the morphology and physiology of microorganisms, their role in ecology and their relationship to man. Prerequisite: Biology 105.

Biol. 252 3-4 Credits
PRINCIPLES OF GENETICS
Principles of inheritance in plants and animals: the physiochemical properties of genetic systems. (Laboratory optional.) Prerequisite: Biology 105.

Biol. 271 3 Credits
PRINCIPLES OF ECOLOGY
Relationships between organisms and their environments. Communities, environmental factors affecting plants and animals, population structure, and reaction of organisms. Field trips. Prerequisite: Biology 105 and 106.

BUSINESS ADMINISTRATION

B.A. 151 3 Credits
INTRODUCTION TO BUSINESS
Business organization, nature of major business functions, such as management, finance, accounting, marketing, personnel administration. The opportunities and requirements for professional business careers.

B.A. 223 3 Credits
REAL ESTATE LAW
A practical course surveying the various kinds of deeds and conveyances, mortgages, liens, rentals, appraisals, and other transactions in the field of real estate and the law.

B.A. 241 3 Credits
BUSINESS LAW I
Survey of the legal aspects of business problems; basic principles, institutions, and administration of law in contracts, agency, employment, negotiable instruments, and personal sales.

B.A. 242 3 Credits
BUSINESS LAW II
Continuation of the basic principles, institutions, and administration of law in insurance, suretyship, partnership, corporations, real property, trusts, wills, bankruptcy, torts and business crimes.
B.A. 105
PRINCIPLES OF BANK OPERATION

This course presents the fundamentals of bank function in a descriptive fashion for the beginning banker. An overview of the profession in a broad (operational) perspective. The descriptive orientation is intentional. Banking is increasingly dependent on personnel who have the broad perspective so necessary for career advancement.

CHEMISTRY

Chem. 103
Chem. 104
CONTEMPORARY CHEMISTRY
Descriptive course in chemical science.

Chem. 105
GENERAL CHEMISTRY
An introduction to Chemistry for science majors including atomic and molecular structure and reactivity, equations, state of matter, chemical calculations, solutions, kinetics and equilibrium. Lab is used to develop skills in using glassware and handling chemicals. Prerequisite: High school Chemistry or permission of instructor.

Chem. 106
GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS
Follows Chemistry 105 and includes Nuclear Chemistry. Thermo Chemistry, Electro Chemistry, Chemistry of selected elements and organic Chemistry. Prerequisite: Chemistry 105 or equivalent.

ECONOMICS

Econ. 101
INTRODUCTION TO CURRENT ECONOMIC PROBLEMS
A one-semester course designed primarily for the student who plans no further work in economics. The course utilizes a less rigorous approach than is customary in traditional economics courses and focuses on such current economic problems as unemployment, inflation, economic growth, balance of payments, industrial strikes, etc. This course is not recommended for persons who have taken Econ 121 and/or 122.

Econ. 121
PRINCIPLES OF ECONOMICS I
Introduction to economics; analysis and theory of national income; money and banking; public finance and taxation; economic systems.
Econ. 122 3 Credits
PRINCIPLES OF ECONOMICS II
Theory of prices and markets; income distribution; contemporary
problems of labor, agriculture, public utilities, international
economic relations. Prerequisite: Econ. 121.

Econ. 232 3 Credits
ECONOMIC HISTORY OF THE UNITED STATES
History of the U.S. economy with special emphasis on the
process of economic growth.

Econ. 291 3 Credits
SEMINAR IN AMERICAN CAPITALISM
A general study of the modern American economy, with emphasis
on independent research, and writing, and small group discussion.
Prerequisites: Economics 121 and 122 or consent of the instructor.

EDUCATION

Ed. 201 3 Credits
ORIENTATION TO EDUCATION
Designed to acquaint the prospective teacher with the nature
of teaching, including the scholastic, professional, and personality
requirements for effective teaching. Involves laboratory time
in the public schools as teacher's aid. Open to all students.
Recommended for students majoring or minoring in education.

ENGLISH

Eng. 67 3 Credits
ELEMENTARY EXPOSITION
Training and practice in the basic skills necessary to produce
clear, vigorous prose, with emphasis on the paragraph. Prerequisite
none.

Eng. 68 3 Credits
ELEMENTARY EXPOSITION
Continuation of English 67 with addition of community and
cultural experiences to serve as sources of writing assignments
Prerequisite: None.

Eng. 107 3 Credits
STUDY READING FOR COLLEGE
Group and individual instruction in techniques for improving
reading rate and comprehension. Development of advanced reading
skills and expansion of vocabulary. Practice in critical reading
skills demanded by college courses. Attention focused on study
habits.
Eng. 111 3 Credits
METHODS OF WRITTEN COMMUNICATION
Intensive instruction in written expression, including orderly thought, clear expression, and close analysis of appropriate texts.

Eng. 131 3 Credits
INTRODUCTION TO LITERATURE
Introduction to the analysis and appreciation of fiction, drama and poetry. Recommended for students considering English as a major or a minor.

Eng. 175 3 Credits
VOCABULARY DEVELOPMENT
Studies to increase the student's acquaintance with and control of words in English. Emphasis on developing the student's own vocabulary through familiarity with Greek and Latin word roots, some consideration of processes in the development of the English vocabulary as a whole. Individual projects encourage.

Eng. 189
COURSE NUMBER CHANGE, SEE ENG. 212

Eng. 201 3 Credits
MASTERPIECES OF WORLD LITERATURE
To develop familiarity and interpretation of selected masterpieces up to the Renaissance. Prerequisite: Eng. 111.

Eng. 202 3 Credits
MASTERPIECES OF WORLD LITERATURE
To develop familiarity and interpretation of selected masterpieces from the Renaissance to the Twentieth Century. Prerequisite: Eng. 111.

Eng. 203 3 Credits
A SURVEY OF BRITISH LITERATURE
Analysis and interpretation of selected English writings from the Age of Chivalry to the Romantic Period. Prerequisite: Eng. 111.

Eng. 204 3 Credits
A SURVEY OF BRITISH LITERATURE
Analysis and interpretation of selected English writings from the Romantic Period to the Modern Period.

Eng. 211 3 Credits
ADVANCED COMPOSITION WITH MODES OF LITERATURE
Practice of written interpretation of fiction, drama and poetry. Prerequisite: Eng. 111.

Eng. 213 3 Credits
ADVANCED EXPOSITION
Practice in writing non-fiction based on readings and experience in fields of social and natural sciences. Prerequisite: Eng. 111.

Eng. 265 3 Credits
LITERATURE OF THE NORTH
A regional approach to the writers of Alaska, Canada, Scandinavia, and the Soviet Union.
FRENCH

French 101
5 Credits
French 102
5 Credits

ELEMENTARY FRENCH
Designed to teach students to hear, speak, read, and write French. Oral practice in emphasized. Prerequisite for 102: French 101.

HISTORY

Hist. 101
3 Credits
WESTERN CIVILIZATION
The origins and major political, economic, social, and intellectual developments of western civilization to 1650.

Hist. 102
3 Credits
WESTERN CIVILIZATION
Major political, economic, social and intellectual developments of western civilization since 1650.

HUMANITIES

Hum. 211
3 Credits
Hum. 212
3 Credits

HUMANITIES
Integrated introduction to the fundamental principles of literature, music, arts, and philosophy. Prerequisite: Eng. 111 or equivalent, History 101-102 recommended. Sophomore standing.

JOURNALISM

Jour. 203
3 Credits
INTRODUCTORY PHOTOGRAPHY
A study of the basic principles of photography. The course will include laboratory and classroom demonstrations. Portraiture, flash, and composition; general photography such as landscapes, scenery, people, and animals. Special projects of general class interest.

LIBRARY SCIENCE

Library Science 101
1 Credit

LIBRARY SKILLS
An independent study course in college library skills and some resources and facilities common to academic libraries in general and to the Rasmuson Library in particular. No class sessions are held; the student works at his individual rate and on his own time schedule.
MATHEMATICS

Math 103-104
3 Credits
CONCEPTS OF MATHEMATICS
A cultural sequence for students requiring or desiring a year's sequence in mathematics or a single semester in mathematics. The course is designed to acquaint students who have a limited mathematical background with mathematical thought and history. It emphasizes mathematical reasoning rather than formal manipulation. Primarily designed to expose the non-math student to the diversity of topics in mathematics and, through this exposure, to teach correct deductive reasoning. Topics may be chosen from arithmetic, geometry, number theory, set theory, topology, algebra and analysis. An ideal course for education majors, particularly elementary education majors. Math 104 may be taken without having taken Math 103.

Math 105
3 Credits
INTERMEDIATE ALGEBRA
Set theory, number systems, absolute value, inequalities, linear and quadratic equations, exponents and radicals, polynomials, and functions. Covers graphing and systems of equations. Prerequisite: One year of high school algebra with a grade of C or better, or Math 55.

Math 110
3 Credits
MATHEMATICS OF FINANCE
Simple and compound interest, discount, annuities, amortization, sinking funds, depreciation, and capitalization. Prerequisite: Mathematics 105 or admission by arrangement.

Math 200
4 Credits
CALCULUS
Review of functions and analytic geometry, limits derivatives of rational algebraic functions, curve sketching, basic integration of power functions, the definite integral, and applications of differentiation and integration. Prerequisite: Either Math 106, or Math 107 and Math 108. Math 109 is strongly recommended.

Math 205
3 Credits
MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS
Set theory, real number systems and subsystems, informal geometry, relations and functions, modular arithmetic, bases logic. Prerequisite: Mathematics 105 and/or placement.
MUSIC

Mus. 123 3 Credits
INTRODUCTION TO MUSIC
Introduction to the historical-cultural aspects of music as an art form in the various stylistic eras, the landing figures of these eras, and the world they inhabited. The course also deals with the materials and structural elements out of which a musical is fashioned. Open to all students.

Mus. 124 3 Credits
INTRODUCTION TO MUSIC
Continuation of Music 123. Prerequisite: Music 123 or permission of instructor.

Mus. 151 1 Credit
CLASS LESSONS
Training Orchestra; Community Band; Stage Band; Guitar; Voice.

Mus. 152 1 Credit
CLASS LESSONS
Continuation of Music 151

Mus. 221 3 Credits
HISTORY OF MUSIC
Music Before 1750. Prerequisite: Mus. 131 or permission of instructor.

Mus. 222 3 Credits
HISTORY OF MUSIC
Music since 1750. Prerequisite: Mus. 132 or permission of instructor.

PHYSICAL EDUCATION

P.E. 100 1 Credit
PHYSICAL EDUCATION ACTIVITIES AND INSTRUCTION
Instruction, practice and activity in a variety of physical activities, sports and dance.

PHYSICS

Physics 103 4 Credits
COLLEGE PHYSICS I
Classical mechanics and thermodynamics. Prerequisites: High school algebra and geometry. Trigonometry useful.
Physics 104 4 Credits
COLLEGE PHYSICS II
Electricity, magnetism, optics, and an introduction to modern physics. Prerequisites: High school algebra and geometry, trigonometry or Physics 103.

POLICE ADMINISTRATION

P.A. 110 3 Credits
INTRODUCTION TO CRIMINAL JUSTICE
A study of the agencies and processes involved in the Criminal Justice system—the legislature, the police, the prosecutor, the courts, and corrections. An analysis of the role and the problems of the law enforcement in a democratic society.

P.A. 251 3 Credits
CRIMINOLOGY
The study of the major areas of deviant behavior and its relationship to society, law, and law enforcement, including the theories of crime causation.

POLITICAL SCIENCE

P.S. 101 3 Credits
INTRODUCTION TO AMERICAN GOVERNMENT

P.S. 102 3 Credits
INTRODUCTION TO AMERICAN GOVERNMENT AND POLITICAL SCIENCE
U.S. Constitution and its philosophy; evolution of the branches of government; political process, contemporary political issues, goals, methods, and levels of government.

PSYCHOLOGY

Psy. 101 3 Credits
INTRODUCTION TO PSYCHOLOGY
Fundamentals of general psychology and human behavior.

Psy. 102 3 Credits
INTRODUCTION TO PSYCHOLOGY
A continuation of the fundamentals of the principles of general psychology. Prerequisite: Psychology 101.

Psy. 110 1 Credit
GROUP EXPERIENCE LABORATORY
Designed for the individual with or without previous group laboratory experience. The group setting offers an opportunity for individuals to evaluate themselves, their feelings, their impact on others, and their ability to communicate effectively. A climate of trust and intimacy permits members to gain insight into their relationships with other people.
RUSSIAN

Russ. 101
ELEMENTARY RUSSIAN
Russian 101 is prerequisite to 102.

Russ. 102
ELEMENTARY RUSSIAN
Development of the four skills (listening comprehension, speaking, reading, and writing) with emphasis on oral work, practice in the language laboratory, basic grammar, and vocabulary.

SECRETARIAL STUDIES

S.S. 101
BEGINNING SHORTHAND
Gregg Shorthand, Diamond Jubilee Series. Beginning Shorthand for secretarial students. Theory and reading practice for students who have had no training in Gregg Shorthand.

S.S. 102
INTERMEDIATE SHORTHAND
Reinforces basic Gregg theory principles; emphasis upon speed dictation; transcription introduced. Prerequisite: Secretarial Studies 101 or equivalent and ability to type.

S.S. 103
ELEMENTARY TYPEWRITING
Basic typewriting skill with emphasis on correct techniques and development of speed and accuracy. Introduction to centering, typing of personal and business letters, envelopes, simple tables and manuscripts. For people with no previous typing training.

S.S. 105
INTERMEDIATE TYPEWRITING
Speed and accuracy development and application of typewriting skill to special letter problems, tabulations, manuscripts, and other office typing problems. Prerequisite: Secretarial Studies 103 or one year of high school typing or equivalent.

S.S. 106
ADVANCED TYPEWRITING
Typing of business letters, legal documents and forms, statistical tabulations including financial reports, and the problem solving approach to the completion of various typing problems. Emphasis on speed and office standards. Prerequisites: Secretarial Studies 105 or equivalent and speed of 40 words a minute.
S.S. 109  
MAGNETIC CARD/SELECTRIC TYPEWRITER  
1 Credit  
Instruction and practice in the use of the IBM Magnetic Card Typewriter. This machine is an electric typewriter with the capacity to record signals of magnetic cards and play back automatically at rapid speeds. Prerequisites: S.S. 105 or equivalent and speed of 45 words per minute.

S.S. 131  
COMPREHENSIVE BUSINESS ENGLISH  
3 Credits  
Develop skills in the mechanics of writing and transcribing business letters that are correct in language, grammar, punctuation, capitalization, etc. Intensive practice is given.

S.S. 201  
ADVANCED SHORTHAND  
3 Credits  
Developing speed and transcribing large quantities of new-matter dictation, graded in difficulty, and problems of transcription. Prerequisite: Secretarial Studies 102 and Secretarial Studies 106 or equivalent.

S.S. 202  
ADVANCED DICTATION AND TRANSCRIPTION  
4 Credits  
Optimum speed, accuracy, technical applications and transcription are realized with emphasis on production of mailable copy. Comprehensive review is provided. Prerequisites: S.S. 102, 106, 201 or equivalent.

S.S. 203  
OFFICE MACHINES  
3 Credits  
Basic operation of adding and calculating machines and an overview of their use in office work. Use of duplicating machines and the IBM Executive typewriter. Prerequisite: S.S. 103 or equivalent.

S.S. 204  
CONFERENCE REPORTING  
4 Credits  
Speed maintenance. Emphasis on conference reporting, verbatim and summary transcripts, and editing techniques. Comprehensive review is provided. Prerequisite: S.S. 105, basic course in English grammar and structure, S.S. 201 or equivalent, or by permission of the instructor.

S.S. 207  
MACHINE TRANSCRIPTION  
3 Credits  
Transcription training with emphasis on mailable copies, speed of transcription, meeting deadlines, and working under pressure. Prerequisite: S.S. 105 or ability to type 45 words a minute.

S.S. 209  
BUSINESS RELATIONSHIP  
3 Credits  
Orienting the student to the human problems encountered and the personal adjustments needed to succeed in a business career.
S.S. 210  
OFFICE PROCEDURES  
Business filing systems and records control, application of effective procedures for handling mail, telephone, meeting the public, office communications, library science, and employment procedures.

S.S. 231  
BUSINESS COMMUNICATIONS  
Applies the techniques of written communications to situations that require problems solving and an understanding of human relations. Students will compose and evaluate the various kinds of communications that commonly pass between a businessman and his associates, customers, and dealers. Included will be interoffice memos, letters and reports. Prerequisite: S.S. 131. Ability to type.

SOCIODEMY

Soc. 101  
INTRODUCTION TO SOCIOLOGY  
Expansion of sociological concepts introduced in Sociology 101 through application to the institutions of family, economy, politics, education and religion, and major social trends. Prerequisite: Soc. 101.

Soc. 102  
INTRODUCTION TO SOCIOLOGY  
Expansion of sociological concepts introduced in Sociology 101 through application to the institutions of family, economy, politics, education and religion, and major social trends. Prerequisite: Soc. 101.

Soc. 106  
SOCIAL WELFARE  
Functions and development of modern social welfare and the distinctive features of the field, designed primarily to assist in the understanding of social welfare problems and services. Prerequisite: Sociology 101.

Soc. 109  
PRINCIPLES OF CASE WORK  
An introductory study of case work and group work theory, techniques of interviewing and recording, and a review and analysis of case history.

S.S. 201  
SOCIAL PROBLEMS  
Problems of contemporary society; analysis of factors giving rise to them, and an attempt to explore remedial strategies.
S.S. 210
OFFICE PROCEDURES
Business filing systems and records control, application of effective procedures for handling mail, telephone, meeting the public, office communications, library science, and employment procedures.

S.S. 231
BUSINESS COMMUNICATIONS
Applies the techniques of written communications to situations that require problem solving and an understanding of human relations. Students will compose and evaluate the various kinds of communications that commonly pass between a businessman and his associates, customers, and dealers. Included will be interoffice memos, letters and reports. Prerequisite: S.S. 131. Ability to type.

SOCIOLOGY

Soc. 101
INTRODUCTION TO SOCIOLOGY
An introduction to the science of man as a social animal, emphasizing the social processes which give rise to and shape man's language, experiences, perception, meaning and behavior. An attempt is made to construct an interaction framework to be used in understanding and predicting human behavior.

Soc. 102
INTRODUCTION TO SOCIOLOGY
Expansion of sociological concepts introduced in Sociology 101 through application to the institutions of family, economy, politics, education and religion, and major social trends. Prerequisite: Soc. 101.

Soc. 106
SOCIAL WELFARE
Functions and development of modern social welfare and the distinctive features of the field, designed primarily to assist in the understanding of social welfare problems and services. Prerequisite: Sociology 101.

Soc. 109
PRINCIPLES OF CASE WORK
An introductory study of case work and group work theory, techniques of interviewing and recording, and a review and analysis of case history.

S.S. 201
SOCIAL PROBLEMS
Problems of contemporary society; analysis of factors giving rise to them, and an attempt to explore remedial strategies.

Soc. 210
PRINCIPLES OF CORRECTION
An introduction to the basic concepts of Probation and Parole;
the use of authority in methods, a study of popular and professional concepts in correction.

Soc. 242 3 Credits
THE FAMILY
A study of the contemporary patterns of marriage and family relationships in the U.S.A. social psychological approach to factors associated with the life cycle of the family, including mate selection, marital interaction and adjustments, parent-child relationships, and the later years of married life. Prerequisites: None. Soc. 101 recommended.

SPEECH

Speech 111 3 Credits
FUNDAMENTALS OF ORAL COMMUNICATION
An introduction to the processes of interpersonal and group communication patterns, focusing on the affective elements of language and culture. Work is based on specific structural technique combined with creative delivery methods and the essentials of audience analysis, audience response and constructive listening.

THEATRE ARTS

Theatre 101, 201 1-3 Credits
THEATRE PRACTICUM (PARTICIPATION)
Participation in workshops or lab productions as performer or technical staff member. Participation in productions required. May be repeated for a total of six credits.

Theatre 211 3 Credits
INTRODUCTION TO THEATRE I
History of theatre with emphasis on dramatic form, architecture, and standards of criticism. First semester will cover Greek Drama through the Restoration.