CONTENTS

History ................................................. 3
Calendar .............................................. 5
Purpose .................................................. 6
Southcentral Regional Center ................. 6
Accreditation ......................................... 6
Admissions ............................................ 7
Fees ..................................................... 8
Financial Aids ........................................ 11
Student Affairs ...................................... 12
Academic Regulations .............................. 13
CLEP Examination ................................... 14
Grading System ....................................... 15
Add/Drop Policy ...................................... 16
Registration ........................................... 16
Withdrawal from a course ....................... 16
Transcripts .......................................... 17
Graduation ............................................ 17
College Transition Program .................... 18
Veterans ............................................... 19
Degree Requirements .............................. 19
Degree Programs .................................... 21
Description of Courses ......................... 28
CITIZEN'S ADVISORY COMMITTEE

Karl Armstrong  
Clifford Davidson  
Oscar Dyson  
Norman Holm  
Kodiak Ministerial Alliance

Roy Madsen  
Dolores Padilla  
Marion Soule  
Gary Stevens  
Capt Ed Nelson  
Capt William E. West

EX-OFFICIO MEMBERS

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

ADMINISTRATION

Carolyn Floyd .................. Director
Illa Gilbert .................... Administrative Assistant
Shannon Poland ............... Personal Secretary
Laura Resoff .................. Accounts Clerk
James Landers ................ Maintenance Supervisor
Kenneth Boyer ............... Custodian
HISTORY OF THE UNIVERSITY

The University dates from July 4, 1915, when the Honorable James Wickersham, delegate to Congress from Alaska, laid the cornerstone on land set aside by Congress on March 4 for the support of a land-grant college. The Territorial Legislature by its acts of May 3, 1917, accepted the land grant and created a corporation, "The Alaska Agricultural College and School of Mines," defining its duties and providing for a Board of Trustees consisting of eight members.

The college opened for instruction on September 18, 1922, with the Honorable Charles E. Bunnell as president. The college became the University of Alaska by act of the Territorial Legislature July 1, 1935; the Board of Trustees became the Board of Regents. The University offered its first summer session in 1947. In 1949, Dr. Terris Moore succeeded President Bunnell, who became President Emeritus.

Dr. Ernest N. Patty, member of the first faculty of the Alaska Agricultural College and School of Mines and former dean of the college, was inaugurated as the third president of the University of 1953 and named President Emeritus upon his retirement in 1960. Dr. William R. Wood became the University's fourth president at that time. Dr. Robert W. Hiatt became the University's fifth president in 1973 upon the retirement of Dr. Wood.

Today, the University's statewide system includes regional centers with senior colleges, at Fairbanks, Anchorage, and Juneau, and community colleges at Anchorage, Bethel, Fairbanks, Juneau, Kenai-Soldotna, Ketchikan, Kodiak, Palmer, and Sitka.

HISTORY OF KODIAK COMMUNITY COLLEGE

Kodiak Community College has grown from a headcount of 100 in 1968 to 1000 in the spring of 1975.

The first building, housing the administrative offices, library and seven classrooms opened in September of 1972. The second building with fisheries, marine diesel and maintenance shops opened in the fall of 1974. Bids have been let for the third building, which will contain food technology and science labs and fisheries technology classrooms.

Established degree programs are the Associate of Arts and Associate of Applied Science, with majors offered in Humanities, Home Economics, and Secretarial Studies. New programs implemented in 1974-75 include Fisheries Technology and Business Administration. In addition, the Seafood Processing Major will be offered in the fall of 1975.
The Adult Basic Education program has expanded to include outreach to the six outlying villages on Kodiak Island. Local village people are utilized as teachers and are offered training opportunities through workshops at the college. Two workshops were held in 1974-75 and two are scheduled for 1975-76.

The new Media Center, established in the fall of 1974, has resulted in pulling together and expanding audio-visual resources available on campus. The Center, along with the college library, serves as a community-wide clearing house of available materials in high interest areas such as fisheries technology and health occupations. The library is acquiring reference works and indexes that will enable students, faculty, and people in the community to tap the tremendous resources of the inter-library loan network in addition to supplementary reading for college classes.
CALENDAR

1975-76

FALL 1975

Registration ....................................... September 2-3
First Day of Instruction ......................... September 8
Late Registration Commences ...................... September 8
Add/Drop Charges Commence ...................... September 8
Last Day of Late Registration ................... September 10
Deadline for Fall Graduation Applications ..... October 21
Thanksgiving Vacation .............................. November 27, 28, 29
Last Day to Add/Drop .................................... December 1
Last Day of Instruction/Examinations ............ December 20
Grades Due - 5:00 p.m. ............................. December 29

SPRING 1976

Registration ....................................... January 12-13
First Day of Instruction ........................... January 19
Late Registration Commences ........................ January 19
Add/Drop Charges Commences ..................... January 21
Last Day of Late Registration .................... January 30
Deadline for Spring Graduation Applications .... February 23
Last Day to Add/Drop .................................... April 9
Easter Vacation ........................................... April 15, 16 and 17
Last Day of Instruction/Examinations ............ May 1
Commencement .............................................. May 9
Grades Due - 5:00 p.m. ............................. May 7

SUMMER 1976

Registration ....................................... May 19
First Day of Instruction ........................... May 24
Memorial Day Holiday ............................... May 26
Deadline for Summer Graduation Applications .. June 14
Independence Day Vacation ........................... July 5
Grades Due - 5:00 p.m. ............................. August 20
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 stimulation and the opportunity to learn specific skills necessary for educational and occupational advancement.

It is operated in the tradition of open-door community colleges in cooperation with the Kodiak Island Borough School District.

SOUTHCENTRAL REGIONAL CENTER

The Provost is the chief administrative officer for the University of Alaska, Southcentral Region. Headquartered on the Anchorage campus, the Provost has under his jurisdiction the University of Alaska, Anchorage; the Kuskokwim, Kenai Peninsula, Kodiak and Matanuska-Susitna Community Colleges; learning centers at Adak, Dillingham, Cordova, Glenallen, Unalaska and Valdez and any additional courses and programs offered in the Southcentral Region through the Southcentral Regional Center.

Administrative and support services are provided through the Southcentral Regional Center.

The Provost is directly responsible to the President of the University, serves on the President's Council, and the Statewide Instructional Council. The Southcentral Regional Council is advisory to the Provost.

Although the Regional Council is an advisory group, its actions are usually regarded as the official position of the Southcentral Region. On matters relating to curriculum, program development and various academic policy changes, the action of the Regional Council is referred to the Statewide Instructional Council, which considers matters relating to the University as a whole. The Regional Council also provides a forum for discussion of all matters relating to the University.

The Regional Council is comprised of representatives of students, faculty, and administration of the Community college and the Senior College; administrative representatives from the Southcentral Regional Center; and the directors of the regional community colleges. The Provost is the presiding officer.

ACCREDITATION

The Academic offerings of Kodiak Community College are fully accredited by Northwest Association of Secondary and Higher Schools through its relationship with the University of Alaska, Southcentral Region.
ADMISSIONS

Any person who has earned a high school diploma or its equivalent or who is 18 years of age or older is eligible for admission to a community college. A specific grade point average (GPA) in previous high school or college work is not required.

Any person under age 18 who provides written approval by a parent and the appropriate school authority is eligible for admission to a community college with the approval of the director/dean, provided they have Senior class status at the high school in which they are enrolled.

New students planning to enroll full time (12 semester hours or more), upon initial admission, must submit an application for admission form together with a $10 non-refundable admission fee to the Office of Admissions and Records. Students must also submit transcripts from high schools and of any previous college work completed at other institutions of high learning.

A student whose entire college level work has been completed at any other campus within the University of Alaska Statewide System will be required to request that an original transcript from the campus, together with his application, be forwarded to the Office of Admissions and Records.

Student who have previously taken academic programs or course work at off-campus locations or extension centers within the Southcentral will not be required to forward transcripts of academic work taken at those campus locations.

The College will, at its discretion, determine whether transfer courses are adequate to cover majors not offered at the Kodiak campus.

Medical examinations are not required.

Admission of 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.

Admission Requirements for other Special Programs, Vocational-Technical Programs, Career-Oriented Programs, Seminars, and Workshops
Admission requirements for special courses, program seminars, workshops, etc., are determined by the Division sponsoring such programs. Further information relating to special courses admission requirements may be obtained from the sponsoring Division.
Additional Entrance Requirements for Foreign Students

A foreign student must be able to speak, read, and write the English language well enough to do college level work successfully. Therefore, all applicants from countries where English is not the native language must present a satisfactory score on the test of English as a Foreign Language (TOEFL). No other English language test can be used. In addition, when preparing the I-20 form that is necessary to obtain an F-1 (Student) visa (a J-visa may be more appropriate for graduate students), the University must certify to the Immigration and Naturalization Service (INS) that the prospective student has been accepted for full-time enrollment and has sufficient funds to meet estimated expenses for one academic year. Therefore a foreign student must sign a statement that he has sufficient funds to pay all of his expenses while attending the University of Alaska as well as the amount needed to pay his transportation costs from his home to Alaska and return. It is vital that the student has enough money to pay for his return trip home in the event of an emergency or at the termination of his enrollment. The average cost for attending the University of Alaska, Kodiak Community College, for one school year is $800. This amount covers all University fees and a reasonable estimate of personal expenses plus books, but does not include transportation costs. (Each student is responsible for furnishing his/her own room and board.)

FEES

Summary of Semester Charges

Consolidated Fee and Graduate Credit Charge

Students enrolling 7 credits or less will pay $20 per credit for undergraduate courses and $30 per credit for graduate courses.

Students enrolling in 8 or more credits will pay the consolidated fee of $160 plus an additional $10 for each graduate credit included in the total to a maximum of $240.
### Fee Schedule

<table>
<thead>
<tr>
<th>Total Credits (Undergraduate and and/or Graduate)</th>
<th>Graduate Credits Included in the Total</th>
<th>consolidated Fee</th>
<th>Graduate Credit Charge</th>
<th>Total Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 or more</td>
<td>0</td>
<td>$160</td>
<td>$0</td>
<td>$160</td>
</tr>
<tr>
<td>8 or more</td>
<td>1</td>
<td>160</td>
<td>10</td>
<td>170</td>
</tr>
<tr>
<td>8 or more</td>
<td>2</td>
<td>160</td>
<td>20</td>
<td>180</td>
</tr>
<tr>
<td>8 or more</td>
<td>3</td>
<td>160</td>
<td>30</td>
<td>190</td>
</tr>
<tr>
<td>8 or more</td>
<td>4</td>
<td>160</td>
<td>40</td>
<td>200</td>
</tr>
<tr>
<td>8 or more</td>
<td>5</td>
<td>160</td>
<td>50</td>
<td>210</td>
</tr>
<tr>
<td>8 or more</td>
<td>6</td>
<td>160</td>
<td>60</td>
<td>220</td>
</tr>
<tr>
<td>8 or more</td>
<td>7</td>
<td>160</td>
<td>70</td>
<td>230</td>
</tr>
<tr>
<td>8 or more</td>
<td>8 or more</td>
<td>160</td>
<td>80</td>
<td>240</td>
</tr>
</tbody>
</table>

### Non-Resident Tuition

In addition to the consolidated fee and graduate credit charges, students who do not meet residency requirements will pay non-resident tuition according to the following schedule:

<table>
<thead>
<tr>
<th>Total Credits</th>
<th>Non-Resident Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-6</td>
<td>$0</td>
</tr>
<tr>
<td>7</td>
<td>50</td>
</tr>
<tr>
<td>8</td>
<td>100</td>
</tr>
<tr>
<td>9</td>
<td>150</td>
</tr>
<tr>
<td>10</td>
<td>200</td>
</tr>
<tr>
<td>11</td>
<td>250</td>
</tr>
<tr>
<td>12 or more</td>
<td>300</td>
</tr>
</tbody>
</table>

Note: Courses which require the use of special materials, supplies, or services may have a material use fee in addition to the normal credit-hour charge.

### Other Fees:

- **Application Fee** (remit with application): $10
- **Late Registration Fee:**
  - First Day: 5
  - Each Succeeding day: 2
- **Drop-Add fee (after 2nd day of instruction):** 2
- **Credit-by-examination fee (each examination):** 15

### Payment of Fees

At the announced time of registration each student is expected to pay all fees. In addition, any charges unpaid at the end of previous semesters are due and payable prior to re-enrollment at the college.

When fees are to be paid by other persons or agencies after the registration process is completed, students should coordinate the fee payment arrangements in advance with the College Office. Failure to do so may delay the registration process.
Provisions for the deferred payment plan are as follows:

1. Fifty percent of the total charges must be paid at registration time.
2. The balance is due in two equal monthly payments. These are due thirty days and sixty days following the date of registration as announced by the Registrar.
3. A processing fee of $2 for the initial contract and $2 per payment is added to the amount of the contract.
4. Delinquent payments are subject to an additional $2 charge.

Residency
Alaskan residents as well as students from Hawaii, the Yukon Territory, and the Northwest Territories are exempt from a nonresident tuition fee. For purposes of nonresident tuition a resident is any person who has been physically present in Alaska for one year (excepting only vacations or other absence for temporary purposes with intent to return) and who declares intention to remain in Alaska indefinitely. However, any person who, within one year, has declared himself/herself to be a resident of another state, voted in another state; or done any act inconsistent with Alaska residence shall be deemed a nonresident for purposes of nonresident tuition. An emancipated person under the age of 18 who has a parent or guardian who qualified as an Alaska resident, as defined above, shall be deemed a resident, and otherwise such emancipated person under the age of 18 shall be deemed a nonresident for purposes of nonresident tuition.

A foreign student on an F-1 Student Visa cannot become a resident because possession of a student visa is inconsistent with Alaska residence and is inconsistent with any declared intention to remain in Alaska indefinitely.

A foreign student on a permanent visa (permitting an indefinite stay in the U.S.) can qualify as a resident for tuition purposes if the other elements of the University’s definition are met.

Refund of Fees and Tuition
Students who are withdrawing from courses or cancelling enrollment must process a withdrawal or cancellation notice at the Director’s office. Refunds will be made according to the following schedule:

1. Complete refund of tuition and fees will be made when a withdrawal is made prior to the first day of instruction for semester or term or in the event courses registered for are cancelled by the University.
2. Withdrawals after instruction or the term begins and prior to the 8th day of the term or semester—90 percent refund.
3. Withdrawals from the 8th day and prior to the 15th day of the term or semester—50 percent refund.
4. Withdrawal on or after the 15th day of the term or semester—no refund.
5. Claim for a refund must be made in writing to the Business Office at the time of withdrawal. The certified date of withdrawal slip, will determine the student’s eligibility for a refund. Applications for refund may be refused unless they are made during the semester or term in which they apply.
6. Students withdrawing under discipline forfeit all rights to a refund of any portion of their tuition and fees.
7. Vocational/technical course fees shall be subject to this refund schedule.

*Withdrawal transactions must be completed in the Office of Admissions & Records during the normal working day.
Late Registration Policy
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.

Waiver of Late Fees
Occasionally there is a need to waive late fees due to circumstances beyond the students control. The Director of the Community College may, at his discretion, waive late fees in these cases.

Cancellation of Classes
The University of Alaska 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 University may discontinue a class at any time if attendance falls below expected levels.

ALL FEES APPROVED BY THE BOARD OF REGENTS, UNIVERSITY OF ALASKA. THE UNIVERSITY RESERVES THE RIGHT TO CHANGE OR ADD TO ITS FEES AT ANY TIME. FEE ASSESSMENTS ARE SUBJECT TO AUDIT AND CORRECTION, AND ANY SUCH ADJUSTMENTS WILL BE MADE WITH THIRTY DAYS FOLLOWING THE CLOSE OF LATE REGISTRATION. STUDENTS WILL BE NOTIFIED BY MAIL OF ANY ADJUSTMENTS.

FINANCIAL AIDS

Grants
The Education Opportunity Grant Program of the Department of Health, Education and Welfare is available to students who qualify on the basis of acute need. These grants are coordinated through the University of Alaska, Anchorage.

Applications for the Basic Educational Opportunity Grant may be obtained at the College office. This grant is also under the Department of Health, Education, and Welfare and is also based on need.

Application for B.I.A. Grant should be obtained through the Kodiak Area Native Association in The Dollelly Building.

National Direct Student Loan
Requires SFS or PCS to determine financial need. Loans up to $2,500 the first two years: loan are coordinated throught the University of Alaska, Anchorage.

Installment Contracts
Installment contracts can be negotiated for payments of semester charges in extreme cases.

College Work-Study
Financial need is based on either SFS or PCS. This program is coordinated through the University of Alaska, Anchorage.

LEEP Program
This program is available to persons who are employed full time in the law enforcement program.

G.I. Bill
Forms are available in the College Office. Also, a limited number of V.A. Work-Study positions are available.
Alaska State Scholarship Loan
Applications may be picked up in the Office. Loans may not exceed $2,500.

STUDENT AFFAIRS

General Responsibilities
The University provides services to assist students in making their educational careers more profitable and meaningful. While the principal function of the University is to foster the intellectual growth of the student, it is recognized that the social, moral, physical and spiritual development of the individual is also of prime importance. Mindful of its obligation to assist the total development of the student, the University continues to encourage individualization in the educational process.

Student services include: academic counseling, and counseling with students relative to their personal problems; financial assistance by means of scholarships & loans, and the promotion of high standards of academic and social conduct.

Student Behavioral Standards
Education at the University is conceived as training for citizenship as well as for personal self-improvement and development. Each citizen has a responsibility to respect the rights of others and to abide by the laws and boundaries which govern all citizens. Membership in a University community affords special status and prestige and often carries with it an even greater amount of responsibility. Students are representatives of the University community both on and off the campus, just as are faculty and staff members.

Each unit of the University has its unique mission and may of necessity have special guidelines or regulations in addition to generally accepted standards of behavior. These special regulations are printed and distributed to students at each unit of the University where applicable.

Generally, University regulations are designed to help each student work efficiently in courses and to assist in the development of a high standard of character and citizenship. They are not designed to ignore individuality, but rather to encourage the exercise of self-discipline which is imposed by a sense of social responsibility. These regulations, in most instances, have been developed jointly by staff and students. Students charged with infractions are advised in writing and given a full hearing with right of counsel and the opportunity to question witnesses or accusers. The University subscribes to principles of due process and fair hearings as specified in the Joint Statement On Rights and Freedom of Students, a statement developed by the American Association of University Professors, the U.S. National Student Association, the Association of American Colleges, the National Association of Women Deans and Counselors, and the National Association of Student Personnel Administrators.

Most students find it relatively easy to adjust to the privileges and responsibilities of the University citizenship. For those who find this process more difficult, the University attempts to provide such counsel as the student needs to gain insight and confidence in adjusting to his new environment. In some cases, when a student is unable or unwilling to assume his social responsibilities as a citizen in the University community, the institution may terminate his enrollment.

A student may be dismissed for cause by the President of the University after appropriate review.
The service provides counseling to assist students in selecting a career and attempts to make existing resources for successful entry into the job market. The placement of students participating in the College Work-Study Program may be on or off campus. Most of the work opportunities are on campus and can be related to a student's educational or vocational interest.

ACADEMIC REGULATIONS

Each student will be held responsible for the regulations of the College as they apply to him.

Attendance
Regular attendance is expected in all classes. Unexcused absences may result in a student being dropped from the course with a failing grade. It is the responsibility of the student to establish, to the instructor's satisfaction, the validity of an excuse for absence and to work out with the instructor acceptable arrangements for making up missed work.

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 of Credit
The University will accept by transfer credits from other accredited institutions when the grades of courses completed are "C" or above. Where possible, transfer credit will be equated with University of Alaska courses. The University reserves the right to reject work of doubtful quality or to require an examination before credit is allowed. Credit will also be awarded for satisfactory completion of USAF Courses as recommended in the Evaluation of Educational Experiences of the Armed Forces. College credit will not be allowed for the General Educational Development Tests.

Study Load
Students normally may register for 18 semester hours of credit: 19-20 semester hours with approval of the Director of the college; for 21 or more semester hours provided the student's grade point average with a full time study load for the past two semesters is at least 2.75 and he has the approval of the Director. For the purpose of computing study loads, non-credit courses are rated the same as credit courses.

Full-time/Part-time Status
An undergraduate student who registers for 12 or more semester hours of credit will be classified as full-time. A graduate student enrolled in 9 or more semester hours of credit or its equivalent will be classified as full-time. Non-credit courses may be included in the study load computation when determination of full-time/part-time status is made.
Any regular student who does not follow a prescribed course of study or curriculum leading to a specific degree will be enrolled as "interim" major. A student with an interest in a specific college, but who has not selected a major from that college, will be enrolled as a "non-major".

Special students are considered "undeclared" and are not assigned class standing.

**CLEP General Examination**

Only currently enrolled students will be awarded credit or those students who have previously taken courses at the University of Alaska which resulted in the establishment of an official file at the Office of Admissions and Records.

Credit for CLEP General Examinations shall be awarded according to the following schedule:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits for Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>No credit for any score</td>
</tr>
<tr>
<td>Math</td>
<td>3 credits for 500 score</td>
</tr>
<tr>
<td>Natural Science</td>
<td>6 credits for 500 score</td>
</tr>
<tr>
<td>Humanities</td>
<td>6 credits for 500 score</td>
</tr>
<tr>
<td>Social Science-History</td>
<td>6 credits for 500 score</td>
</tr>
<tr>
<td>Maximum possible</td>
<td>21 credits</td>
</tr>
</tbody>
</table>

If as many as six semester credits have been earned in an area covered by a CLEP General Examination, no credit will be awarded for the successful completion of that examination.

Examinations can be repeated after an interval of one year.

**Local Credit by Examination**

Only currently enrolled students will be awarded credit.

All courses, except 90's (193, 294, 497, etc.) and practicums, may be taken by examination.

A course challenged for credit must not duplicate a course for which credit has already been granted.

A person who has audited a class may not request credit via departmental examinations for that class until the subsequent academic year. An audit does not restrict the taking of credit by examination.

Departmental examinations may be graded pass/fail or by a regular letter grade at the mutual agreement of the instructor and student.

Examinations may not be repeated earlier than one year.

**Audit of Classes**

Auditors are students who enroll for informational instruction only. They do not receive academic credit, have laboratory privileges, or submit papers for correction and grading. They must apply for admission, register formally on designated registration dates, obtain approval of class instructors, and pay the required fees.
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.
CR Credit-No-Credit Option: The Credit-No-Credit option encourages students to explore areas of interest not necessarily related to their academic major. One "free" elective may be taken under this option each semester. The instructor will not be informed of students' status in the course. The student will be given credit toward graduation if he performs at a level of C or above. If performance falls below that level, the course will not be recorded on the student's transcript. In either case, the course will not be included in any grade point calculations. If the student later changes his major and the course becomes a requirement, the course will be accepted by his new major department. The student may change from credit-no-credit to regular enrollment status or from regular to credit-no-credit status during the first two weeks of the semester by informing the Director of his desire to change status.
P  Pass. Indicates passing work and carries no grade points.
S  Satisfactory. Indicates satisfactory completion, is used for graduate theses, special courses, specific career oriented courses, workshops, and seminars and carries no grade points.
U  Unsatisfactory. Indicates unsatisfactory performance, is used for career oriented programs, and carries no grade points.
I  Incomplete. Indicates additional work must be performed for satisfactory completion of the course; may be given for unavoidable absence or other conditions beyond the control of the student where work already completed is C or better.
* The grade for work that is incomplete (I) must be made up within one academic year or otherwise the incomplete becomes a permanent grade.
DF Deferred. 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. Indicates student has enrolled for informational instruction only. No academic credit is awarded.
W Withdrawn. Indicates withdrawal from a course after the first two weeks of a semester.

Grade Points

For the computation of grade points, each credit is multiplied by a grade factor:
Grade A by 4, grade B by 3 and grade C by 2, grade D by 1 and grade F by 0. A grade point average 2.00 is required for good scholastic standing.
Grade Point Average Computation
Any grade generated from re-taking a course will not count towards honors.

All grades (original and any re-take) for a course will be shown on the transcript, but only the last grade achieved for a course will be the one computed in the grade point average (GPA).

Change of Majors
A student desiring to change his major may do so only at the beginning of a semester and must obtain the written consent of the heads of the departments concerned on a change of department and/or major form which may be obtained at the Office of the Director of Admissions and Records.

Add/Drop
A student is expected to complete the courses in which he is enrolled. He may, if circumstances warrant, withdraw without grade penalty up to three weeks prior to the end of the semester. Student initiated withdrawals are not permitted during the last month of the semester. Elective and non-sequence courses should be dropped first. Students wishing to add courses to their schedules may do so until the end of the late registration period. The fee for student initiated course changes is $2 per course. An Add/Drop card must be obtained from the student's academic advisor or from the Office.

Registration
Persons eligible for enrollment at the University of Alaska must complete registration according to the prescribed procedures and pay fees as determined by the University fee schedule in order to be eligible to attend classes and to earn credit. Auditors are required to register and pay appropriate fees. A registration period is held at the beginning of each regular session at times published in the official University calendar. Registration for special programs, short courses, seminars and other classes that are not part of the regular academic calendar will be arranged prior to the beginning of such sessions.

Withdrawal from a Course
A student is expected to complete the courses in which he or she is enrolled. The student may, if circumstances warrant, withdraw from one or more classes by following the Add/Drop procedure. Courses dropped during the first two weeks of the semester will not appear on the student's permanent record. A student wishing to withdraw from all his classes should follow the procedure for withdrawing from the University.

Withdrawal from the University
Withdrawal from the University is the official discontinuance of attendance prior to the end of a semester or session. An official withdrawal procedure must be completed according to the regulations of the University.

Dismissal
A student may be dismissed for cause at any time by the President of the University, after appropriate review.

Declaration of Degree Intent
Community College students who have completed 15 semester credit hours should declare intent to begin a degree program and be admitted to degree status.
Academic Petition
Any deviation from academic requirements and regulations must be approved by academic petition. A petition form, which requires the signatures of the student's advisor, unit head, and dean, may be obtained from the Office.

Petitions to waive general University or degree requirements must be processed through the appropriate Provost for final decision by the Vice President for Academic and Faculty Affairs.

PRIVACY OF STUDENT RECORDS

Recognizing the need to insure the privacy of individual records, the College releases information only upon permission of students to agencies off campus. Records are available for legitimate on-campus professional use on a need-to-know basis.

Director of Admissions and Records for academics in Anchorage and in the Director's office. Academic and personal information is released to other institutions or employers solely upon release by the student. General information only is discussed with governmental agencies conducting standard investigations.

Access to Student Records
In accordance with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended, the student has access to specific information contained in his/her official records as specified by that Act. Further information and request for specific records may be obtained from the Office of the Director.

TRANSCRIPTS

An official transcript, containing the seal of the University and signature of the Director of Admissions and Records, is available without charge upon the written request of the student to the Office of Admissions and Records. Official transcripts of credit earned at other institutions, high school transcripts, and other supporting documents which have been presented for admission and evaluation of credit become the property of the University and are not reissued or copied for distribution.

GRADUATION

Responsibility
The responsibility for meeting all requirements for graduation rests upon the student.

Application for Graduation
Degree candidates must formally apply for graduation. The application for graduation must be filed with the Office of Admissions and Records during the semester the student plans to graduate and not later than the application filing dates which appear in the University academic calendar.

Applications for graduation filed after the deadline date will be processed for graduation the following semester.
1. The College Transition Program provides an opportunity for high school seniors to take a limited number of college freshman classes at the Kodiak Community College during their last year of high school. After graduating from high school, students may then continue their education at KOCC, transfer their college credits to another unit within the University, or transfer to a school outside. For a high school senior, this provides a number of advantages:
   a. A student can begin to satisfy the requirements for a college degree program while still in high school.
   b. Students can explore different academic or vocational areas they may wish to pursue.
   c. The program facilitates a transition from high school to college without the problems that are often associated with relocation to a new area.
   d. For those students who are undecided about college, it offers a way of finding out whether college is for them without the cost of going away to school.

2. Eligibility - High school seniors who have the written approval of their parents or guardian, and the consent of their principal are eligible.

3. Transfer of Credits - The Kodiak Community College is fully accredited within the University of Alaska system. Accumulated credits may be transferred to other colleges and universities.

4. Class Load - High school students who take community college classes should not attempt to take more classes than they can handle along with their regular high school classes and activities. Students should consult their high school counselor and a college advisor on class load.

5. Classes - As with any other community college student, a high school senior may take any class as long as prerequisites are met. However, it is strongly recommended that classes be taken in one or more of the following areas:
   a. English - Virtually all college degree programs require classes in written English.
   b. General Requirements - Most degree programs require a specified number of general electives. The college catalog for the degree program you are considering should be consulted. For most colleges these elective categories are: Behavioral Science, Humanities, and Natural/Physical Science.
   c. Prospective Major - Classes can be taken in a prospective major area. This can be in either a traditional academic subject or in a vocational area.

6. Transportation - Students are responsible for their own transportation. Classes are held at the Kodiak Community College campus and Kodiak High School.

7. Cost - Each student is responsible for the cost of tuition and books.

8. Advisor - Any high school senior who takes classes under the College Transition Program must consult a college faculty advisor during the college's registration period preceding each semester.

Diplomas and Commencement
The University of Alaska issues diplomas to degree candidates three times each year: in September following the summer session, in December following the close of the fall semester, and in May following the close of the spring semester.
All students who complete degree requirements during the academic year are invited to participate in the annual commencement ceremony which follows the spring schedule.

Graduation with Honors
Undergraduate students who obtain a grade point average of 3.5 will be graduated cum laude; 3.8, magna cum laude; and 4.0, summa cum laude, provided they meet the honors as well as the general residence requirements.

In order to graduate with honors, students who transfer from other institutions must be in attendance at the University of Alaska for at least four semesters with a minimum of 12 credits each semester. All college work attempted, including transfer credits, is considered in the determination of a student’s eligibility for graduation with honors.

VETERANS
Kodiak Community College is approved by the Veterans Administration for veterans desiring to attend college under the G.I. Bill. A veteran may obtain the necessary application forms from the office.

DIPLOMAS AND CERTIFICATES

General Education Development Tests
Adults who have not completed their high school education and who wish to earn a diploma may do so by passing the General Education Development Tests (GED).

The State of Alaska Diploma is recognized as the equivalent of a four-year high school diploma. It is acknowledged as such by business, industry, civil service commissions, the military licensing bureaus, and many other institutions, including the Community College. Individuals interested in taking the GED tests should contact the Adult Basic Education instructor.

Certificate Programs
Kodiak Community College offers a certificate program in clerical cluster. The program consists of 30 weeks and is offered on a yearly basis. Courses covered in the program include: typing, business math, office machines, accounting, and office procedures.

GENERAL DEGREE REQUIREMENTS

Degree Requirements
To receive a degree from the University of Alaska, a student must satisfy three sets of requirements: (1) General University Requirements, (2) Degree Requirements, and (3) Program (Major) Requirements.

General University Requirements
The minimum number of University of Alaska credits which must be earned, including those accepted by transfer is 60 semester hours for an associate degree. At least 15 semester hours of the final 30 semester hours for any associate degree must be earned at the University of Alaska.
A grade-point average of 2.00 (C) must be attained in all work as well as in the major and minor fields.

A student enrolled in an undergraduate degree program may elect to graduate under the requirements of the general catalog in effect during the year of graduation or the one in effect at the time he/she originally enrolled in the major, providing there has not been a time lapse of more than seven years.

Associate Degrees
The associate degree is awarded upon the successful completion of a prescribed two-year program. The degree has its own integrity and for many people it will be their most advanced formal educational experience. For others, it will be the first undergraduate degree and a stepping stone to a baccalaureate program.

A maximum of 15 semester hours of credit completed by correspondence may be accepted toward an associate degree.

Associate in Arts Requirements:
*Written Communication.................................6
Oral Communication........................................3
Six credits from each of three of these areas:
Humanities; Social Science; Natural Science; Mathematics;
other (Acct. B.A., O.A., H.E., P.E., etc.).................18
(No course used to meet the above requirements may be used to meet the requirements of the major.)
Major Specialty..............................................20-30
Electives to total..........................................60
(Requirements of majors are listed in the Degree Programs section of this catalog.)

Associate in Applied Science Requirements:
*Written Communication.................................6
Oral Communication........................................3
Six Credits, from any of these areas:
Humanities; Social Science; Natural Science, Mathematics....6
Major Specialty..............................................30
Electives to total..........................................60

*Written communication: English 67, 68, 111, 211 212, and 213 are classified as "Written Communication" courses. (English 67 and 68 may not be credited toward the bachelors degree).
DEGREE PROGRAMS

Accounting
Associate in Arts

Degree Requirements:  
Written Communication ................................................... 6  
Oral Communication ....................................................... 3  
Select 3 areas below. Complete 6 credits in each area: .............. 18  
  Humanities  
  Social Science  
  Natural Science  
  Mathematics  
  Other  
Major Specialty:  
Acct. 101 and 102 - Elementary Accounting ......................... 6  
Acct. 210 - Income Tax ................................................. 3  
Acct. 252 - Intro to Cost Accounting ................................... 3  
Acct. 311 and 312 - Intermediate Accounting ....................... 6  
Any BA 100-200 Course or Any CIS 100-200 Course ................. 3  
Electives ............................................................................. 12  
TOTAL 60

Business
Associate in Applied Science

Degree Requirements:  
Written Communication ................................................... 6  
Oral Communication ....................................................... 3  
At least 6 credits in any of the following areas: .................... 6  
  Humanities  
  Social Science  
  Natural Science  
  Mathematics  
Major Specialty (Required):  
Acct. 101 and Acct 102 or 051 and 052 - Elementary Accounting 6  
BA 241 - Business Law I ................................................... 3  
Econ 121 or Econ 051 - Economics ..................................... 3  
BA 151 - Introduction to Business ..................................... 3  
Concentration in Accounting (12 credits):  
Acct. 252 - Cost Accounting ............................................. 3  
Acct. 210 - Income Tax ................................................... 3  
Acct. 311 - Intermediate Accounting ................................... 3  
Acct. 312 - Intermediate Accounting ................................... 3  
CIS 101 - Intro to Data Processing ................................... 3  
Electives ............................................................................. 15  
TOTAL 60
Biology

Associate in Arts

Degree Requirements:

Written Communication (Eng 111 and Eng 212 recommended) .......... 6
Oral Communication ...................................................... 3
Chem 105-106 ................................................................ 8
Math 106 ............................................................................ 6
Choose 1 area from the 3 listed below and complete 6 credits in that area:

Humanities ........................................................................ 6
Social Sciences .....................................................................
Other ..................................................................................

Major Requirements:

Biol 105-106 ........................................................................ 8
Other approved electives in biology (see biology advisor) .......... 12
Electives .......................................................................... 11

TOTAL 60

Business Administration

Associate in Arts

Degree Requirements:

Written Communication ................................................... 6
Oral Communication ...................................................... 3
Select three areas below. Complete 6 credits in each area: ........... 18

Humanities ........................................................................ 6
Social Science ....................................................................
Natural Science ..................................................................
Mathematics ......................................................................
Other ...................................................................................

Major Specialty (complete 12 credits):

Acct. 101, 102 - Elementary Accounting .................................. 6
BA 241 - Business Law ....................................................... 3
Econ 121 - Economics .......................................................... 3
BA 151 - Introduction to Business ............................................ 3
CIS 101 - Intro to Data Processing ........................................... 3
Electives ............................................................................. 18

TOTAL 60

Associate in Applied Science

Degree Requirements:

See general degree requirements for Applied Science

Major Specialty (Required):

Acct. 101 and Acct 102 or Acct 051 and 052 - Elementary Accounting .... 6
BA 241 - Business Law ....................................................... 3
Econ 121 - Economics .......................................................... 3
BA 151 - Introduction to Business ............................................ 3

15

22
AAS Business cont'd

Concentration in General Business (15 credits):

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 242 - Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>Acct. 222 - Intro to Computers and Accounting Systems</td>
<td>3</td>
</tr>
<tr>
<td>Any 100-300 level BA courses</td>
<td>6</td>
</tr>
<tr>
<td>CIS 101 - Intro to Data Processing</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>60</strong></td>
</tr>
</tbody>
</table>

Commercial Fishing

Associate in Applied Science

Degree Requirements:

| Written Communication                                    | 6       |
| Oral Communication                                       | 3       |
| Math or Basic Sciences                                   | 6       |
| Major Specialty (Required):                             |         |
| F.T. 101 - Fishing Hand Skills                          | 4       |
| F.T. 102 - Living on a Fishing Vessel                    | 4       |
| F.T. 113 - Fishermen's Navigation                       | 3       |
| F.T. 120 - Fish Behavior & The Fishing Gear             | 3       |
| F.T. 130 - Fishing Vessel Handling                      | 3       |
| F.T. 131 - Fishing Vessel Maintenance - Hull            | 3       |
| F.T. 132 - Fishing Vessel Maintenance - Diesel          | 3       |
| F.T. 141 - Crew Rights and Privileges                   | 1       |
| F.T. 145 - Recordkeeping                                | 2       |
| Major Specialty (Complete 7 Credits):                   | 26      |
| F.T. 103 - Trawling--Shrimp                             | 4       |
| F.T. 104 - Gillnetting--Salmon                          | 3       |
| F.T. 106 - Pursesseining--Salmon                        | 4       |
| F.T. 107 - Potfishing--King & Tanner Crab               | 4       |
| F.T. 108 - Potfishing--Dungeness Crab & Shrimp          | 4       |
| F.T. 110 - Longlining (Hooks)--Hallibut, Blackcod, and others | 3       |
| Work experience on a fishing vessel                     | 6       |
| Electives                                               | 6       |
| **TOTAL**                                               | **60**  |

Home Economics

Associate in Applied Science

Degree Requirements:

| Written Communication                                    | 6       |
| Oral Communication                                       | 3       |
| Select 6 credits from any of the following areas         | 6       |
| Humanities                                               |         |
| Social Science                                           |         |
| Natural Science                                          |         |
| Mathematics                                              |         |

**TOTAL 60**
Major Specialty:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>H.E. 102 - Meal Management</td>
<td>3</td>
</tr>
<tr>
<td>H.E. 113 - Clothing Construction and Selection 1</td>
<td>3</td>
</tr>
<tr>
<td>H.E. 211 - Textiles</td>
<td>3</td>
</tr>
<tr>
<td>H.E. 236 - Marriage and Family Life</td>
<td>3</td>
</tr>
<tr>
<td>H.E. 241 - Home Management</td>
<td>3</td>
</tr>
<tr>
<td>H.E. 245 - Child Development (same as Psy 245)</td>
<td>3</td>
</tr>
<tr>
<td>H.E. 119 - Consumer Finances</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose 1 of the following courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>H.E. 101 - Food Preparation</td>
<td>3</td>
</tr>
<tr>
<td>H.E. 103 - Nutrition Today</td>
<td>2</td>
</tr>
</tbody>
</table>

Choose 1 of the following 2 courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>H.E. 114 - Intermediate Clothing Construction</td>
<td>3</td>
</tr>
<tr>
<td>H.E. Choose a clothing elective</td>
<td>2-3</td>
</tr>
</tbody>
</table>

Choose 1 of the following 2 courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>H.E. 213 - Interior Design</td>
<td>3</td>
</tr>
<tr>
<td>H.E. 232 - Color and Design - Related Art</td>
<td>3</td>
</tr>
</tbody>
</table>

Choose 4 courses from the following list

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>H.E. 115 - Quilting</td>
<td>2</td>
</tr>
<tr>
<td>H.E. 116 - Quilting</td>
<td>2</td>
</tr>
<tr>
<td>H.E. 160 - The Art of Skin Sewing</td>
<td>3</td>
</tr>
<tr>
<td>H.E. 215 - Weaving (same as Art 213)</td>
<td>3</td>
</tr>
<tr>
<td>H.E. 217 - Tailoring</td>
<td>3</td>
</tr>
<tr>
<td>H.E. 218 - Clothing Selection and Personal Development</td>
<td>2</td>
</tr>
<tr>
<td>H.E. 219 - Pattern Alteration</td>
<td>3</td>
</tr>
<tr>
<td>H.E. 220 - Pattern Drafting</td>
<td>2</td>
</tr>
<tr>
<td>H.E. 221 - Knits</td>
<td>3</td>
</tr>
<tr>
<td>H.E. 222 - Lingerie</td>
<td>2</td>
</tr>
<tr>
<td>H.E. 224 - Draperies and Slip Covers</td>
<td>2</td>
</tr>
<tr>
<td>H.E. 225 - Commercial Sewing-Alteration and Repair</td>
<td>2</td>
</tr>
<tr>
<td>H.E. 226 - Creative Stitchery</td>
<td>3</td>
</tr>
<tr>
<td>H.E. 227 - Creative Stitchery</td>
<td>3</td>
</tr>
<tr>
<td>H.E. 260 - Advanced Skin Sewing</td>
<td>3</td>
</tr>
<tr>
<td>Others as developed</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL 60**

**Humanities**

**Associate in Arts**

**Degree Requirements:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communication</td>
<td>6</td>
</tr>
<tr>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>Select 3 areas from the 5 listed below and complete 6 credits in each of the three areas:</td>
<td>18</td>
</tr>
<tr>
<td>Humanities</td>
<td></td>
</tr>
<tr>
<td>Social Science</td>
<td></td>
</tr>
<tr>
<td>Natural Science</td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL 60
### Major Specialty (Required courses):

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hum. 211 - Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Hum. 212 - Humanities</td>
<td>3</td>
</tr>
</tbody>
</table>

**Literature (complete 3 of the following recommended courses):**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engl. 131 - Introduction to Literature</td>
<td>3</td>
</tr>
<tr>
<td>Engl. 202 - Masterpieces of World Literature</td>
<td>3</td>
</tr>
<tr>
<td>Engl. 203 - A Survey of British Literature</td>
<td>3</td>
</tr>
<tr>
<td>Engl. 204 - A Survey of British Literature</td>
<td>3</td>
</tr>
</tbody>
</table>

**Electives:** 12 or more credits in any of the following areas

- Art
- English
- Journalism
- Music
- Philosophy
- Speech
- Drama

**Total Credits: 60**

### Natural Sciences

**Associate in Arts**

**Degree Requirements:**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communication</td>
<td>6</td>
</tr>
<tr>
<td>Oral Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Select 3 areas from the 5 listed below and complete 6 credits in each of the three areas:

- Humanities
- Social Science
- Natural Science
- Mathematics
- Other

**Major Specialty:**

Complete at least 20 credits in any combination of biology, chemistry, geology, and physics.

**Electives:** 13 credits

**Total Credits: 60**

### Police Administration

**Associate in Arts**

**Degree Requirements:**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communication</td>
<td>6</td>
</tr>
<tr>
<td>Oral Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Social Science: Pay 101 and Soc 101 required.

Complete 6 credits in 2 different areas below:

- Psychology
- Sociology
- Political Science
- Anthropology
- Behavioral Science

Any combination of Social Science courses to total 9 credits.

**Total Credits: 60**
Major Specialty (Required courses to total 15 credits) Credits
P.A. 110 - Introduction to Criminal Justice ............................................................. 3
(Prerequisite to all other PA courses; may be taken concurrently)
P.A. 251 - Criminology .................................................................................................. 3
P.A. 252 - Substantive Criminal Law ............................................................................. 3
P.A. 254 - Criminal Procedure (Procedural Law) ......................................................... 3
P.A. 150 - Line and Staff Administration ..................................................................... 3
Electives (12 credits):
P.A. 153 - Evidence ......................................................................................................... 3
P.A. 220 - Practicum (Prerequisite 12 hours of PA courses) ......................................... 3
P.A. 225 - Criminal Investigation .................................................................................... 3
P.A. 257 - Traffic Safety .................................................................................................. 3
P.A. 258 - Juveniles and the Law ..................................................................................... 3
P.A. 259 - Administrative Concepts ................................................................................ 3
Corr 210 - Principles of Corrections ................................................................................ 3
P.A. Electives ...................................................................................................................... 1 to 3

TOTAL ............................... 63

Seafood Processing
Associate in Applied Science

Degree Requirements: Credits
Written Communication .................................................................................................. 6
Oral Communication ........................................................................................................ 3
Mathematics .................................................................................................................... 6
Major Specialty (Required):
F.T. 150 - Introduction to Seafood Processing .............................................................. 3
F.T. 155 - Plant Maintenance I ....................................................................................... 3
F.T. 151 - Seafood Processing I ...................................................................................... 3
F.T. 160 - Quality Control ............................................................................................... 3
F.T. 260 - Food Preservation .......................................................................................... 3
F.T. 166 - Federal and State Regulations ....................................................................... 3
In-Plant-Training .............................................................................................................. 6
Plant Safety ....................................................................................................................... 3
Electives (9 credits):
F.T. 255 - Plant Maintenance II ..................................................................................... 3
F.T. 165 - Introduction to Seafood Plant Management .................................................. 3
F.T. 251 - Seafood Processing II .................................................................................... 3
F.T. 275 - Special Products and Development ............................................................... 3
F.T. 261 - Quality Factors in Seafood .......................................................................... 3
Fisheries Statistics ............................................................................................................ 3
Fisheries Economics ....................................................................................................... 3
Electives ............................................................................................................................ 9

TOTAL ........................................... 60

Secretarial Studies
Associate in Arts

Degree Requirements: Credits
Written Communication .................................................................................................. 6
Oral Communication ........................................................................................................ 3
Credits

Select 3 areas from the 5 listed below and complete 6 credits in each of those areas. ................................................................. 18
- Humanities
- Social Science
- Natural Science
- Mathematics
- Other

Major Specialty:
Complete at least 20 credits in Secretarial Studies courses with the approval of an advisor from the department ........................................ 20

Electives ........................................................................................................... 13

TOTAL 60

Associate in Applied Science

Degree Requirements: ................................................................. Credits
- Written Communication ................................................................. 6
  (SS 131, Comprehensive Business English is highly recommended)
- Oral Communication ........................................................................ 3

Select 1 of the following 2 courses
- Econ 101 - Intro to Current Econ Problems ........................................ 3
- Econ 121 - Principles of Economics I ................................................... 3

Select 1 of the following 3 courses
- Econ 122 - Principles of Economics II .................................................. 3
- PS 101 - Intro to American Government ............................................... 3
- BA 241 - Business Law I ................................................................. 3

Select 1 of the following 3 courses
- Soc 101 - Intro to Sociology ............................................................ 3
- Psy 101 - Intro to Psychology ........................................................... 3
- S.S. 209 - Business Relationships ...................................................... 3

Select 1 of the following sets of accounting
- Acc 51 - 52 - Introduction to Accounting ............................................. 6
- Acc 101-102 - Elementary Accounting ............................................... 6

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. 203 - Office Machines ............................................................... 3
- S.S. 210 - Office Procedures ............................................................ 3
- S.S. 231 - Business Communications .................................................. 3

Choose 1 course from the following 2
- S.S. 202 - Advanced Dictation and Transcription ................................ 4
- S.S. 204 - Conference Reporting ....................................................... 4

Electives ........................................................................................................... 6

TOTAL 60
DESCRIPTION OF COURSES

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

Non-credit courses are numbered 0-49. They do not apply toward an Associate Degree and are not considered transfer credit courses.

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.

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.

Courses numbered 100 and 200 in the various degree programs are freshman and sophomore courses.

COURSE CREDITS

One credit represents satisfactory completion of 840 minutes of lecture or 1680 or 2520 minutes of laboratory, whichever is appropriate.

No more than one credit per week may be earned in courses scheduled for less than a semester.

Following the title of each course, the figures in parentheses indicate the number of lecture and laboratory hours the class meets. The first figure indicates lecture hours; the second, laboratory. For example (2+3) indicates that a class has two hours of lecture and three of laboratory work.

The number of credits listed is for each semester.

Courses may be offered in any semester during the trimester calendar or as demand warrants. Courses added to the curriculum subsequent to the publishing of this catalog will be listed in the schedule of classes for each semester these courses are offered.

The College is unable to guarantee that any course listed will be offered during a given semester.

<table>
<thead>
<tr>
<th>Accounting</th>
<th>Acct</th>
<th>Journalism</th>
<th>Jour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>Art</td>
<td>Materials Technology</td>
<td>MatT</td>
</tr>
<tr>
<td>Aviation Technology</td>
<td>AT</td>
<td>Mathematics</td>
<td>Math</td>
</tr>
<tr>
<td>Behavioral Science</td>
<td>BS</td>
<td>Music</td>
<td>Mus</td>
</tr>
<tr>
<td>Biology</td>
<td>Biol</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Administration</td>
<td>BA</td>
<td>Photography</td>
<td>Jour</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Chem</td>
<td>Physical Education</td>
<td>PE</td>
</tr>
<tr>
<td>Computer Information Systems</td>
<td>CIS</td>
<td>Police Administration</td>
<td>PA</td>
</tr>
<tr>
<td>Education</td>
<td>Ed</td>
<td>Political Science</td>
<td>PS</td>
</tr>
<tr>
<td>English</td>
<td>Engl</td>
<td>Practical Nursing</td>
<td>Nurse</td>
</tr>
<tr>
<td>Geography</td>
<td>Geog</td>
<td>Psychology</td>
<td>Psy</td>
</tr>
<tr>
<td>History</td>
<td>Hist</td>
<td>Russian</td>
<td>Russ</td>
</tr>
<tr>
<td>Home Economics</td>
<td>HE</td>
<td>Secretarial Studies</td>
<td>SS</td>
</tr>
<tr>
<td>Humanities</td>
<td>Hum</td>
<td>Sociology</td>
<td>Soc</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Speech</td>
<td>Spch</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Theatre</td>
<td>Thr</td>
</tr>
</tbody>
</table>
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.

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.

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.

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.

INTRODUCTION TO COST ACCOUNTING


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.
Art 213 3 Credits
Art 214 3 Credits

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.

Art 215 3 Credits
Art 216 3 Credits

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.

Art 221 3 Credits

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

Av. 100 4 Credits
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.

Av. 102 4 Credits
COMMERICAL 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 frame-work 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
3 Credits
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
3 Credits
ECOLOGY AND ANIMAL BEHAVIOR
Ecology and introduction to animal behavior. (Biology 101 is not a prerequisite to Biology 102)

Biol. 105
4 Credits
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
4 Credits
FUNDAMENTALS OF BIOLOGY II

Biol. 111
3 Credits
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
3 Credits
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
4 Credits
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  
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  
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  
PRINCIPLES OF GENETICS  
Principles of inheritance in plants and animals: the physiochemical properties of genetic systems. (Laboratory optional.) Prerequisite: Biology 105.

Biol. 271  
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  
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  
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  
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  
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
3 Credits
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 4 Credits
Chem. 104 4 Credits
CONTEMPORARY CHEMISTRY
Descriptive course in chemical science.

Chem. 105 4 Credits
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 4 Credits
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 3 Credits
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 3 Credits
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
METHODS OF WRITTEN COMMUNICATION
Intensive instruction in written expression, including orderly thought, clear expression, and close analysis of appropriate texts.

Eng. 131
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
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
MASTERPIECES OF WORLD LITERATURE
To develop familiarity and interpretation of selected masterpieces up to the Renaissance. Prerequisite: Eng. 111.

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

Eng. 203
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
A SURVEY OF BRITISH LITERATURE
Analysis and interpretation of selected English writings from the Romantic Period to the Modern Period.

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

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

Eng. 265
LITERATURE OF THE NORTH
A regional approach to the writers of Alaska, Canada, Scandanavia, and the Soviet Union.
FISHERIES

FISHING HAND SKILLS 4 Credits

Basic skills associated with various Southwestern Alaskan Fisheries including purseseining, trawling, longlining, gill-netting, and potfishing will be emphasized. Particularly the repairing of different netting types and rigging lines for useful fishing purposes.

FT 102
FISHING VESSEL LIVING 4 Credits

It is necessary that early in the fisheries training program the student should live and work aboard existing fishing vessels. He must learn working practices, basic living standards, and the customs of the fishery. After introductory training the student will be required to live and work on a fishing vessel for one week.

FT 113
Fishermen's Navigation I - Basic Plotting 3 Credits

Introduction to basic visual position plotting, dead reckoning, speed estimation and prediction. Mathematical solutions will be practiced, and the log will be kept. Objective is to instill a basic skill in visual plotting, use of directly related mathematics, and the habit of keeping a log.

FT 120
Fisheries Oceanography I - Fish Behavior and the Fishing Gear 3 Credits

Observed and inferred fish behavior will be discussed, and the biological necessities which control it. Gear changes, fishing techniques, and the nature and limits of inferred evidence will be described and discussed.
Prerequisite - FT 101

FT 123
FISHING VESSEL HANDLING 3 Credits

Emphasis will be placed on rules-of-the-road, and safe operating practices. In-port responsibilities relative to pollution and operating liabilities will be detailed.

FT 131
FISHING VESSEL MAINTENANCE AND REPAIR I-HULL 3 Credits

Care and maintenance of hull and through hull operating equipment. Comparisons of different structural materials will be stressed. Other topics will include haulouts, detection of
FT 150
INTRODUCTION TO SEAFOOD PROCESSING 3 Credits

Review of the seafood processing operations, chemical properties of seafoods, storage, distribution, and spoilage.

FT 155
PLANT MAINTENANCE I 3 Credits

Maintenance of seafood processing plants with emphasis on the unique characteristics of a seafood processing facility. The course includes a review of the skills of carpentry, plumbing, electrical, refrigeration, welding, and mechanical skills and techniques of locating trouble areas.

FT 255
PLANT MAINTENANCE II 3 Credits

Design and installation of seafood processing facilities, introduction to new processing technology, and integration with processing systems.

FT 165
INTRODUCTION TO SEAFOOD PLANT MANAGEMENT 3 Credits

Records and economic principles used in seafood plant management, quality of raw product, production scheduling, and inventory control.

FT 170
PLANT SAFETY 3 Credits

A review of the common hazard area in a seafood processing plant, accident prevention methods, installation and use of safety equipment, and first aid.

FT 151
SEAFOOD PROCESSING I 3 Credits

Introduction to the basic machinery and flow of the product through a plant.

FT 251
SEAFOOD PROCESSING II 3 Credits

A detailed study of various processing machines (sealers, filler, filleters, iron-chinks, peelers, etc.), their operation, maintenance and adjustment.

FT 275
SPECIAL PRODUCTS AND DEVELOPMENT 3 Credits

Methods of processing special products (Seaweed, Sujiko, Kaze-no-ko, Surimi, etc.) and the development of new products now on the market.
FT 160
QUALITY CONTROL 3 Credits

Inspection of raw product, and production efficiency, finished product inspection, preparation of specifications, sanitation, disposal of waste, detection of problems and recordkeeping.

FT 260
FOOD PRESERVATION 3 Credits

Review of the critical factors involved in the shelf life and quality of Seafood. Theoretical approach to the three basic methods of preserving seafoods: Freezing, thermal processing (canning), and smoke-salting.

FT 261
QUALITY FACTORS IN SEAFOOD 3 Credits

Study of specific chemical, microbial and physical factors affecting the quality, efficiency and recovery of product.

FT 166
FEDERAL AND STATE REGULATIONS 3 Credits

Laws and regulations regulating the manufacture of seafoods (labeling, adulteration, misbranding, food standards, etc.), the working environment and health standards.
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 maybe 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
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  INTRODUCTION TO CRIMINAL JUSTICE  3 Credits
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  CRIMINOLOGY  3 Credits
The study of the major areas of deviant behavior and its relationship to society, law, and law enforcement, including the theories of crime causation.

P.A. 257  TRAFFIC SAFETY  3 Credits
A study of traffic hazards and theoretical and practical aspects of traffic safety programs such as vehicle and highway design, regulation and control, education and enforcement.

P.A. 255  CRIMINAL INVESTIGATION  3 Credits
Fundamentals of investigation; crime scene search and recording collection and preservation of physical evidence; scientific aids; modus operandi; sources of information; interviews and interrogation; follow-up and case preparation.
POLITICAL SCIENCE

P.S. 101
INTRODUCTION TO AMERICAN GOVERNMENT
3 Credits

P.S. 102
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
INTRODUCTION TO PSYCHOLOGY
Fundamentals of general psychology and human behavior.
3 Credits

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

Psy. 110
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.
1 Credit

RUSSIAN

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

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.
5 Credits

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.
4 Credits
S.S. 102
INTERMEDIATE SHORTHAND
4 Credits
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
3 Credits
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
3 Credits
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
3 Credits
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 3 Credits
OFFICE MACHINES
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 4 Credits
CONFERENCE REPORTING
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 3 Credits
MACHINE TRANSCRIPTION
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 3 Credits
BUSINESS RELATIONSHIP
Orienting the student to the human problems encountered and the
personal adjustments needed to succeed in a business career.

S.S. 210 3 Credits
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 3 Credits
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.

SOCIOLOGY

Soc. 101 3 Credits
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 under­
standing and predicting human behavior.
Soc. 102  3 Credits
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  3 Credits
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  3 Credits
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  3 Credits
SOCIAL PROBLEMS
Problems of contemporary society; analysis of factors giving rise to them, and an attempt to explore remedial strategies.

Soc. 210  3 Credits
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.