

KODIAK COMMUNITY COLLEGE OF THE UNIVERSITY OF ALASKA

IN COOPERATION WITH THE
KODIAK ISLAND BOROUGH SCHOOL DISTRICT



P. O. BOX 946
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1976-77

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THE BOARD OF REGENTS

The regents of the University of Alaska are appointed by the Governor and are approved by the Legislature

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HUGH B. FATE, JR. , D.M.D., Vice President, Fairbanks, 1969-1977
SAM KITO, JR., Secretary, Anchorage, 1975-1981
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MARGARET J. HALL, Kodiak, 1975-1983
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ROBERT W. HIATT, President of the University, Ex-Officio Member

COMMUNITY COLLEGE POLICY ADVISORY COUNCIL

| | |
|-----------------------------|---------------------|
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Frank Peterson, President, KANA
Carolyn Floyd, Director, Kodiak Community College
Dr. Robert Hiatt, President, University of Alaska
Board of Regents, University of Alaska

COMMUNITY COLLEGE ADMINISTRATION

Carolyn Floyd, Director
Don Thomson, Assistant Director

CLASSIFIED STAFF

| | |
|------------------|---------------------------------------|
| James Landers | Plant & Grounds Supervisor |
| Ken Boyer | Custodian |
| Judy Teuber | Administrative Assistant |
| Laura Resoff | Accounts Clerk |
| Elizabeth Greer | Clerk Specialist |
| Kathleen Beyette | Library Assistant & Community Service |

FACULTY

| | |
|------------------------|---|
| Ray Arnold | Counselor/Instructor-Psychology, Sociology |
| Frances Rutledge Cater | Instructor-Education, English, Humanities |
| Monroe Gonzales | Media Instructor |
| Carol Hagel | Adult Basic Education Coordinator |
| Charlotte Hatfield | Librarian |
| Lori Hervey | Adult Basic Education Instructor |
| Ron Lenn | Office Occupations Instructor |
| Gary Stevens | Instructor/Seafood Processing-Theatre Speech |
| Mark White | Instructor/Vocational Arts-Journalism |

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 landgrant 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 in 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 statement system includes four-year campuses in Fairbanks, Anchorage and Juneau and two-year community colleges at Anchorage, Bethel, Fairbanks, Juneau, Kenai-Soldotna, Ketchikan, Kodiak, Nome, Palmer, and Sitka. The newly established office of vice-president for Rural Educational Affairs provides outreach programs in higher education for citizens in the remote areas of Alaska. The areas to be served are being developed in stages as quickly as resources can be provided.

HISTORY OF KODIAK COMMUNITY COLLEGE

Kodiak Community College has grown from a headcount of 100 in 1968 when the college was first established by the Board of Regents to a headcount of close to 1000 in the spring of 1976.

The first building, housing the administrative offices, library and seven classrooms opened in September of 1972. The second building which housed the fisheries technology programs including marine diesel and vocational shops opened in the fall of 1974. The third building, which contains seafood processing shop area, science labs, classrooms and offices will open in the fall of 1976.

Established degree programs are the Associate of Arts and Associate of Applied Science, with majors offered in Humanities, Home Economics, Office Occupations, Fisheries Technology, Seafood Processing, Social Science, Police Administration and Natural Science. The first courses in the Theatre Arts major will be offered in the fall of 1976.

The Adult Basic Education program has expanded to include outreach to the six outlying villages on Kodiak Alaska. 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 were held in 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-city loan network in addition to supplementary reading for college classes.

CALENDAR

1976-77

FALL 1976

| | |
|---|-----------------|
| Registration | September 13-14 |
| First Day of Instruction | September 20 |
| Late Registration Commences | September 15 |
| Add/Drop Charges Commence | September 17 |
| Last Day of Late Registration | October 1 |
| Deadline for Fall Graduation Applications | October 15 |
| Thanksgiving Vacation | November 25-26 |
| Last Day to Add/Drop | December 6 |
| Last Day of Instruction/Examination | December 23 |
| Grades Due - 5:00 p.m. | January 4 |

SPRING 1977

| | |
|---|---------------|
| Registration | January 17-18 |
| First Day of Instruction | January 24 |
| Late Registration Commences | January 19 |
| Add/Drop Charges Commences | January 21 |
| Last Day of Late Registration | February 4 |
| Deadline for Spring Graduation Applications | February 15 |
| Last Day to Add/Drop | April 11 |
| Easter Vacation | April 8 |
| Last Day of Instruction/Examination | April 30 |
| Commencement | May 8 |
| Grades Due - 5:00 p.m. | May 6 |

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.

RURAL EDUCATIONAL AFFAIRS

The Vice President for Rural Educational Affairs of the University of Alaska is the chief administrative officer for the community colleges located in Bethel, Nome, Kenai and Kodiak. The Vice President for Rural Educational Affairs is headquartered on the Fairbanks campus.

The Vice President is directly responsible to the President of the University, serves on the President's Council and the Statewide Instructional Council. The Kodiak Community College Policy Advisory Council is advisory to the Director and to the Vice President for REA.

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 higher 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.

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

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

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 requirements are met.

Admission Requirements for other Special Programs

Admission requirements for special courses, program seminars, workshops, etc., are determined by the Division sponsoring such programs. Further information relating to special courses 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 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.

| Total Credits (Undergraduate and / or Graduate) | Graduate Credits Included in the Total | Consolidated Fee | Graduate Credit | Total Fees |
|---|--|---------------------|--------------------|---------------|
| 8 or more | 0 | \$160 | \$ 0 | \$160 |
| 8 or more | 1 | 160 | 10 | 170 |
| 8 or more | 2 | 160 | 20 | 180 |
| 8 or more | 3 | 160 | 30 | 190 |
| 8 or more | 4 | 160 | 40 | 200 |
| 8 or more | 5 | 160 | 50 | 210 |
| 8 or more | 6 | 160 | 60 | 220 |
| 8 or more | 7 | 160 | 70 | 230 |
| 8 or more | 8 or more | 160 | 80 | 240 |

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:

| Total Credits | Non-Resident Tuition |
|---------------|----------------------|
| 1-6 | \$ 0 |
| 7 | 50 |
| 8 | 100 |
| 9 | 150 |
| 10 | 200 |
| 11 | 250 |
| 12 or more | 300 |

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 the 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 arrangement 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

Alaska 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 unemancipated 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 unemancipated person under the age of 18 shall be deemed a nonresident for purposes on nonresident.

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% refund.
3. Withdrawals from the 8th day and prior to the 15th day of the term or semester- 50% refund.
4. Withdrawal on or after the 15th day of the 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 and 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 student's control. The Director of the Community College may, at her discretion, waive late fees in these cases.

Cancellation of Classes

The Kodiak Community College reserves the right to cancel, combine, to change the time, date or place of meeting, to make other revisions in these class offerings which may become necessary, and to do so without incurring obligations. The College 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 Donnelly 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 through 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 and 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 College community both on and off the campus, just as are faculty and staff members.

Each unit of the College 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 the 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 Administrators¹.

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.

COUNSELING AND TESTING

The Counseling and Testing Center provides professional counseling services for all enrolled students. The center is in the Benny Benson building.

Vocational Testing

The Counselors assist individuals in self-appraisal of their unique interests and aptitudes and in their search for meaningful and appropriate goals. Psychological tests are used as needed in this process. An informational library of occupational descriptions and requirements is available for student use.

Personal Counseling

Academic success is often affected by other issues in the student's personal life. Students may meet with professionally trained counselors individually and/or in groups to discuss adjustment problems such as test anxiety, marital concerns, overcoming fears, becoming more assertive, improving communications, etc. Counselors are bound by the ethics of confidentiality and no information is released without the student's consent.

Testing

The center offers both national and individual tests aimed at measuring aptitude, achievement, vocational interest, personality traits and diagnostic difficulties for students who desire to better understand their capabilities. Registration materials and information on national tests such as the GRE and ACT are available at the center. Credit-by Examination is offered through the Testing Center.

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 |
| Seniors | 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 USAFI 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 Examination shall be awarded according to the following schedule:

| | |
|----------------------------------|--------------------------|
| English | No credit for any score |
| Math | .3 credits for 500 score |
| Natural Science | .6 credits for 500 score |
| Social Science-History | .6 credits for 500 score |
| Maximum possible | 21 credits |

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 been granted.

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

Departmental examination 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.

Change of Grade

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

Graduate under the Catalog in Effect

A student may elect to graduate under the catalog in effect:

1. For the year in which he entered the program
2. For the year in which he completes the program
3. For the year in which he declares or changes his major

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. 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 appropriated 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.

MILITARY AND VETERANS AFFAIRS

Veteran administration application forms are available in the office to enable students to receive G.I. Bill benefits promptly. Pamphlets, current information applicable to the G.I. Bill and VA educational benefits are available. Qualified Veterans may also inquire about the various supplementary programs, such as work-study and tutoring.

Students eligible for VA educational benefits who plan to enroll at the community College should contact the counselor on campus prior to registration each semester.

VA Benefits and Satisfactory Progress

The Veterans Affairs Office and the University of Alaska, Anchorage have established a policy concerning grades and Veteran's Benefits. This is done to insure compliance with the U.S. Veterans Administration regulations and prevent the abuse of benefits that would endanger the continued receipt of benefits by all veterans attending the University of Alaska at Kodiak Community College.

The Veteran's Affairs Office receives a grade slip for every veteran at the end of each semester. These grade slips will be evaluated by the Veteran's Affairs Office to determine if the veteran is making satisfactory progress.

If a veteran receives all "W's", "U's", or "I's", it means that the veteran did not satisfactorily complete the requirements of the classes. In these cases, the veteran will be contacted by the Veteran's Affairs Office to determine why those grades were received.

Benefits can be received for the courses in which you receive an "I" if the course work is completed. These courses cannot be repeated for V.A. Benefits.

Each veteran is responsible for notifying the College Office of any change in program at any time. This includes changes in classes each semester, withdrawing from individual classes, withdrawing from school, adding classes, changes of address or any other change.

Unofficial drops or withdrawals (not submitting a drop card to the Central Office) are not satisfactory, and the veteran will be charged with an overpayment for the periods in which the veteran stopped attending classes and was still receiving veteran benefits.

If a veteran attending on a half-time or more basis does not successfully complete at least 75% of his course load for one semester he/she will not be certified by the College Office for the next semester. These veterans will be required to attend a semester without veteran's benefits and to successfully complete at least 75% of that semester's work. After the course work is successfully completed, the veteran will be back certified.

If you have any problems regarding the Veteran's Administration, contact the College Office.

Monthly Enrollment Verification

In an attempt to pursue the standards of satisfactory progress proposed by the Veteran's Administration, this office will be starting a new procedure to monitor and verify enrollments. Beginning January 1, 1976, ALL enrolled veterans must come by the College Office each month to certify their enrollment in writing. Failure to come in and certify enrollment by the 15th of each month will result in the termination of your benefits.

MILITARY EVALUATION.

For an evaluation of military courses, a student should obtain a DD295 form from the Military Offices listing all military courses. This form should then be taken to the College Office for evaluation of possible applicable college credit.

COLLEGE TRANSITION PROGRAM

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 graduation 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 the 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.

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 certificate programs in Adult Basic Education, Office Occupations, and Village Leadership Institute.

CERTIFICATE PROGRAMS

Adult Basic Education

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

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

Classes in basic skills and high school diploma preparation are scheduled flexibly so as to best accommodate the student. Both day and night sessions are offered.

In addition to classroom experiences, Adult Basic Education also offers individual study through the use of programmed materials and audio-visual studies. Individual laboratory work may be done in English, reading, spelling, mathematics and high school diploma preparation. Qualified instructors are on duty for individual tutoring and small group instruction.

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

OFFICE OCCUPATIONS

Clerical: Preparation for general office clerical duties
2 semesters

| | | | | | |
|--------|-----------------|-----------|--------|-------------------|-----------|
| 00 051 | Bookkeeping I | 3 credits | 00 105 | Inter. Typing | 3 credits |
| 00 055 | Business Math | 3 credits | 00 207 | Machine Trans. | 3 credits |
| 00 103 | Elem. Typing | 3 credits | 00 251 | Business English | 3 credits |
| 00 203 | Office Machines | 3 credits | 00 210 | Office Procedures | 3 credits |

VILLAGE LEADERSHIP : INSTITUTE

The Village Leadership Institute is a program offered on a cooperative basis between the Kodiak Community College and the Kodiak Area Native Association specifically designed for village people who are currently involved or will soon be involved in business and/or leadership activities within their village. Because of the nature of their activities, many of these individuals are unable to leave their villages for extended periods of time. Thus, the village leadership institute is an attempt to offer a relevant program to villages in need of business and/or leadership training on a time frame adaptable to their schedules.

It utilizes a seminar and workshop format with each course being one or two weeks in length. The courses are offered on both a credit and noncredit basis and if taken for credit may be later applied toward an associate degree for elective credit.

Each year several separate workshops will be offered and the contents of the

workshops are left open in order to respond to immediate training needs that become evident. Program content for these workshops have included:

- Rural Education Board training

- Revenue Sharing

- Cash Accounting, Bookkeeping

- Municipal Officers Training

Workshops are in the planning stages for:

- Grant Development and Administration

- Management Skills

GENERAL REQUIREMENTS FOR UNDERGRADUATE DEGREES

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

GENERAL ASSOCIATE DEGREE REQUIREMENTS

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

COURSE NUMBERING SYSTEM

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

- 0-49 Non-credit courses. May not be applied toward an Associate Degree and are not considered transfer credit courses
- 50-99 Associate Degree level courses. May be applied toward an Associate Dgree, but are not applicable toward Baccalaureate Degree
- 100-199 First year or Freshman level courses
- 200-299 Second year or Sophomore level courses
- 300-399 Third year or Junior level courses
- 400-499 Fourth year or Senior level courses
- 600-699 Graduate level courses. Qualified undergraduates may be admitted with permission of the Head of the Division in which the course is offered.

SPECIAL COURSE NUMBERING

- 91, -92 indicate seminars
- 93, -94 Indicate special topics
- 695-698 indicates graduate thesis, special project, or dissertation
- 99 indicates individual study

DEGREE PROGRAMS

ASSOCIATE DEGREES

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

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

A total of 60 credits are required for graduation

At least 15 of these must be University of Alaska credits

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

PROGRAM REQUIREMENTS

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

ASSOCIATE IN ARTS DEGREE

I. General Education Requirements

Credits

A. Specific Requirements

1. Written Communication
2. Speech Communication

6
3

B. General Requirements

Select three areas below. Complete six credits in each area:

1. Humanities
2. Social Science
3. Natural Science
4. Mathematics
5. Other (Acct., Bus.Adm., Off. Adm., H.E., M.S., P.E., etc.)

I. Major Specialty

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

Electives to total 60

I. A total of 60 credits required for graduation

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

1. Complete the General Education Requirements for the Associate in Arts Degree as listed in this section.
2. Complete 20 to 30 credits in the specific Division or Discipline. These courses are to be selected with the student's program coordinator or discipline facilitator.
3. Electives to a total of 60 credits.

NOTE: No course used to meet the General Education Requirements may be used to meet the requirements of the major

ASSOCIATE IN APPLIED SCIENCE DEGREE

I. General Education Requirements

- A. Written Communication
- B. At least six credits in any of the following areas:
 - 1. Humanities
 - 2. Social Science
 - 3. Natural Science
 - 4. Mathematics
- C. Speech Communication

II. Major Specialty

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

III. A minimum of 60 credits required for graduation

- A. Electives to total 60

NOTE: No course used to meet General Education Requirements may be used to meet the requirements of the Major Specialty

SAMPLE PROGRAM PLAN FOR ASSOCIATE IN ARTS DEGREE

1st Semester

| | | |
|--------------------------------|----|----|
| Written Communication..... | 3 | Cr |
| Speech..... | 3 | Cr |
| Elective..... | 3 | Cr |
| Student's Major Specialty..... | 3 | Cr |
| Elective..... | 3 | Cr |
| Total..... | 15 | Cr |

2nd Semester

| | | |
|---|----|----|
| Written Communication..... | 3 | Cr |
| Elective..... | 3 | Cr |
| Major Specialty..... | 3 | Cr |
| Major Specialty Begin first 3 credit courses to satisfy Section B under general requirements. | | |
| Total..... | 15 | Cr |

3rd Semester

| | | |
|---|----|----|
| Major Specialty..... | 3 | Cr |
| Major Specialty..... | 3 | Cr |
| Major Specialty..... | 3 | Cr |
| Take two 3 credit courses to satisfy Section B of general requirements | | |
| Total..... | 15 | Cr |

4th Semester

| | | |
|---|----|----|
| Major Specialty..... | 3 | Cr |
| Take three 3 credit courses to satisfy Section B of general requirements | | |
| Elective..... | 3 | Cr |
| Total..... | 15 | Cr |

TOTAL.....60 Cr

NOTE: Some A.A. Degree Programs require more than 60 credits

SAMPLE PROGRAM PLAN FOR ASSOCIATE IN APPLIED SCIENCE DEGREE

1st Semester

| | | |
|--|----|----|
| Written Communication..... | 3 | Cr |
| Humanities, Natural Science, Math or Social Science..... | 3 | Cr |
| Speech..... | 3 | Cr |
| Major Specialty..... | 3 | Cr |
| Major Specialty..... | 3 | Cr |
| Total..... | 15 | Cr |

2nd Semester

| | | |
|--|----|----|
| Written Communication..... | 3 | Cr |
| Humanities, Natural Science, Math or Social Science..... | 3 | Cr |
| Major Specialty..... | 3 | Cr |
| Major Specialty..... | 3 | Cr |
| Major or Elective..... | 3 | Cr |
| Total..... | 15 | Cr |

3rd Semester

| | | |
|----------------------|----|----|
| Elective..... | 3 | Cr |
| Major Specialty..... | 3 | Cr |
| Major Specialty..... | 3 | Cr |
| Major Specialty..... | 3 | Cr |
| Elective..... | 3 | Cr |
| Total..... | 15 | Cr |

4th Semester

| | | |
|----------------------|----|----|
| Major Specialty..... | 3 | Cr |
| Major Specialty..... | 3 | Cr |
| Major Specialty..... | 3 | Cr |
| Elective..... | 3 | Cr |
| Elective..... | 3 | Cr |
| Total..... | 15 | Cr |

TOTAL.....60 Cr

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

DEGREE PROGRAMS

Accounting

Associate in Arts

| Degree Requirements: | Credits |
|--|---------|
| 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: | Credits |
|--|---------|
| 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: | Credits |
|--|-----------|
| 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: | 6 |
| Humanities | |
| 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: | Credits |
|--|-----------|
| Written Communication..... | 6 |
| Oral Communication..... | 3 |
| Select three areas below. Complete 6 credits in each area: | 18 |
| Humanities | |
| 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: | Credits |
|---|---------|
| 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 I..... | 3 |
| Econ 121 - Economics..... | 3 |
| BA 151 - Introduction to Business..... | 3 |

AAS Business cont'd

| | Credits |
|---|-----------|
| <u>Concentration in General Business (15 credits):</u> | |
| BA 242 - Business Law II..... | 3 |
| Acct. 222 - Intro to Computers and Accountings Systems..... | 3 |
| Any 100-300 level BA courses..... | 6 |
| CIS 101 - Intro to Data Processing..... | 18 |
| TOTAL | 60 |

Commercial Fishing

Associate in Applied Science

| | |
|---|-----------|
| <u>Degree Requirements:</u> | Credits |
| Written Communication..... | 6 |
| Oral Communication..... | 3 |
| Math or Basic Sciences..... | 6 |
| <u>Major Specialty (Required):</u> | |
| 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 |
| <u>Major Specialty (Complete 7 Credits):</u> | 26 |
| F.T. 103 - Trawling--Shrimp..... | 4 |
| F.T. 104 - Gillnetting--Salmon..... | 3 |
| F.T. 106 - Pursesailing--Salmon..... | 4 |
| F.T. 107 - Potfishing--King & Tanner Crab..... | 4 |
| F.T. 108 - Potfishing--Dungeness Crab & Shrimp..... | 4 |
| F.T. 110 - Longlining (Hooks)--Halibut, Blackcod, and others..... | 4 |
| | 7 |
| Work experience on a fishing vessel..... | 6 |
| Electives..... | 6 |
| TOTAL | 60 |

Home Economics

Associate in Applied Science

| | |
|--|---------|
| <u>Degree Requirements:</u> | Credits |
| Written Communication..... | 6 |
| Oral Communication..... | 3 |
| Select 6 credits from any of the following areas | 6 |
| Humanities | |
| Social Science | |
| Natural Science | |
| Mathematics | |

| <u>Major Specialty:</u> | <u>Credits</u> |
|---|----------------|
| H.E. 102 - Meal Management..... | 3 |
| H.E. 113 - Clothing Construction and Selection I..... | 3 |
| H.E. 211 - Textiles..... | 3 |
| H.E. 236 - Marriage and Family Life..... | 3 |
| H.E. 241 - Home Management..... | 3 |
| H.E. 245 - Child Development (same as Psy 245)..... | 3 |
| H.E. 119 - Consumer Finances..... | 3 |
| Choose 1 of the following courses | |
| H.E. 101 - Food Preparation..... | 3 |
| H.E. 103 - Nutrition Today..... | 2 |
| Choose 1 of the following 2 courses | |
| H.E. 114 - Intermediate Clothing Construction..... | 3 |
| H.E. Choose a clothing elective..... | 2-3 |
| Choose 1 of the following 2 courses | |
| H.E. 213 - Interior Design..... | 3 |
| H.E. 232 - Color and Design - Related Art..... | 3 |
| Choose 4 courses from the following list..... | |
| H.E. 115 - Quilting..... | 2 |
| H.E. 116 - Quilting..... | 2 |
| H.E. 160 - The Art of Skin Sewing..... | 3 |
| H.E. 215 - Weaving (same as Art 215) | 3 |
| H.E. 217 - Tailoring..... | 3 |
| H.E. 218 - Clothing Selection and Personal Development..... | 2 |
| H.E. 219 - Pattern Alteration..... | 3 |
| H.E. 220 - Pattern Drafting..... | 2 |
| H.E. 221 - Knits..... | 3 |
| H.E. 222 - Lingerie..... | 2 |
| H.E. 224 - Draperies and Slip Covers..... | 2 |
| H.E. 225 - Commercial Sewing-Alteration and Repair..... | 2 |
| H.E. 226 - Creative Stitchery..... | 3 |
| H.E. 227 - Creative Stitchery..... | 3 |
| H.E. 260 - Advanced Skin Sewing..... | 3 |
| Others as developed. | |
| TOTAL | 60 |

Humanities

Associate in Arts

| <u>Degree Requirements:</u> | <u>Credits</u> |
|--|----------------|
| Written Communication..... | 6 |
| Oral Communication..... | 3 |
| Select 3 areas from the 5 listed below and complete 6 credits in each of the three areas:..... | 18 |
| Humanities | |
| Social Science | |
| Natural Science | |
| Mathematics | |
| Other | |

| <u>Major Specialty (Required courses):</u> | | Credits |
|--|--|---------|
| Hum. 211 - Humanities..... | | 3 |
| Hum. 212 - Humanities..... | | 3 |
| Literature (complete 3 of the following recommended courses): | | |
| Engl. 131 - Introduction to Literature..... | | 3 |
| Engl. 202 - Masterpieces of World Literature..... | | 3 |
| Engl. 203 - A Survey of British Literature..... | | 3 |
| Engl. 204 - A Survey of British Literature..... | | 3 |
| <u>Electives:</u> 12 or more credits in any of the following areas | | |
| Art | | |
| English | | |
| Journalism | | |
| Music | | |
| Philosophy | | |
| Speech | | |
| Drama | | |
| TOTAL | | 60 |

Natural Sciences

Associate in Arts

| <u>Degree Requirements:</u> | | Credits |
|--|--|---------|
| Written Communication..... | | 6 |
| Oral Communication..... | | 3 |
| 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 | | |
| <u>Major Specialty:</u> | | |
| Complete at least 20 credits in any combination of biology, chemistry, geology, and physics..... | | |
| Electives..... | | 13 |
| TOTAL | | 60 |

Police Administration

Associate in Arts

| <u>Degree Requirements:</u> | | Credits |
|---|--|---------|
| Written Communication..... | | 6 |
| Oral Communication..... | | 3 |
| Social Science: Psy 101 and Soc 101 required..... | | 6 |
| Complete 6 credits in 2 different areas below..... | | 12 |
| Any combination of Social Science courses to total 9 credits..... | | 9 |
| Psychology | | |
| Sociology | | |
| Political Science | | |
| Anthropology | | |
| Behavioral Science | | |

| <u>Major Specialty</u> (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 |
| <u>Electives (12 credits):</u> | |
| P.A. 153 - Evidence..... | 3 |
| P.A. 220 - Practicum (Prerequisite 12 hours of PA courses)..... | 3 |
| P.A. 255 - 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

| <u>Degree Requirements:</u> | Credits |
|--|---------|
| Written Communication..... | 6 |
| Oral Communication..... | 3 |
| Mathematics..... | 6 |
| <u>Major Specialty</u> (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 |
| <u>Electives (9 credits):</u> | |
| 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

| <u>Degree Requirements:</u> | Credits |
|-----------------------------|---------|
| Written Communication..... | 6 |
| Oral Communication | 3 |

| | |
|---|----|
| 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 |
|-------|----|

OFFICE OCCUPATIONS

ASSOCIATE IN APPLIED SCIENCE - General Office

| Degree Requirements | Credits |
|--|---------|
| Written Communications (Eng. 67, 104, 106 or Oral Communications 00 231) | 6 3 |
| Select 6 credits in any 1 of the following: | 6 |
| Humanities | |
| Natural Science | |
| Social Science | |
| Mathematics | |
| *Hist 131-132 History of the U.S. | |
| Major Specialty (Required) | |
| 00 51 Bookkeeping I | 3 |
| 00 52 Bookkeeping II | 3 |
| 00 55 Business Math | 3 |
| 00 103 Elementary Typewriting | 3 |
| 00 105 Intermediate Typewriting | 3 |
| 00 106 Advanced Typewriting | 3 |
| ENG 106 Intensive Developmental Writing | 3 |
| 00 203A Office Machines-Calculating | 1 |
| 00 203B Office Machines Duplicating | 1 |
| 00 203C Office Machines - Secretarial | 1 |
| 00 207 Machine Transcription | 3 |
| 00 210 Office Procedures | 2 |
| 00 211 Filing and Records Management | 2 |
| 00 111 Minute Taking | 1 |
| 00 299 Practicum | 3 |
| BA 151 Introduction to Business | 3 |
| ELECTIVES | 7 |

*History is one area that can be used to fulfill General Education Requirements

English 104 and 00 209 Business Relationships are recommended.

SOCIAL SCIENCES

ASSOCIATE IN ARTS

| Degree Requirements | Credits |
|---------------------|---------|
|---------------------|---------|

| | |
|-----------------------|---|
| Written Communication | 6 |
|-----------------------|---|

| | |
|--------------------|---|
| Oral Communication | 3 |
|--------------------|---|

| | |
|--|----|
| Select 3 areas from the 5 below and complete 6 credits in each of the 3 areas | 18 |
|--|----|

Humanities

Social Science

Natural Science

Mathematics

Other

Major Specialty:

20 or more credits taken from the following
areas:

Anthropology, Economics, Geography,

History, Political Science, Psychology,

Sociology

Students are strongly urged to limit their
major specialty to one area or two related areas

ELECTIVES TO TOTAL

60

ASSOCIATE IN ARTS - THEATRE

General Requirements:

Written Communications

English 111 or equivalent and English 211 or 213 6

Oral Communication 3

*Six credits from each of these areas: 18

Humanities

Social Science

Natural Science

Mathematics

Other

MAJOR R=Required

E=Elective

| | | | |
|-------|------------|---------------------------|-------|
| **R/E | Th 101-102 | Theatre Practicum | 1 - 3 |
| R | Th 110 | Theatre and Man | 3 |
| R | Th 121 | Basic Acting Tech. | 3 |
| R | Th 141 | Basic Stagecraft | 3 |
| *R/E | Th 201-202 | Theatre Practicum | 1 - 3 |
| R | Th 221 | Beginning Acting | 3 |
| R | Th 243 | Beginning Scene Design | 2 |
| R | Th 247 | Beginning Stage Lighting | 2 |
| R | Th 250 | Beginning Costume Constr. | 2 |
| R | Th 251 | Beginning Costume Design | 2 |
| R | Th 255 | Makeup for Theatre | 3 |
| E | Th 299 | Independent Study | 1 - 5 |
| R | Th 310 or | Representative Plays | 3 |
| | Th 311 | Continuation of 310 | 3 |

*Recommended courses: History 101-102 Western Civilization 6
Art 261-262 History of World Art 6

**One hour of Practicum required for Associate Degree

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 pre-requisite 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.

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

COURSE DESCRIPTIONS

DESCRIPTION OF COURSES

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

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

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

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

UNLISTED COURSES

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

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

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

ACCOUNTING

Acc. 51 3 Credits

INTRODUCTION TO ACCOUNTING

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

Acc. 52 3 Credits

INTRODUCTION TO ACCOUNTING II

A continuation of Accounting I. It familiarizes the student with Partnership and corporate accounting. Special emphasis is directed to contemporary interest and subject matter including analysis of cash-flow and fund-flow and certain other supplementary financial statement presentations.

Acc. 101 3 Credits

ELEMENTARY ACCOUNTING I

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

Acc. 102 3 Credits

ELEMENTARY ACCOUNTING II

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

Acc. 210 3 Credits

INCOME TAX

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

Acc. 222 3 Credits

INTRODUCTION TO COMPUTERS AND ACCOUNTING SYSTEMS

The student will be introduced to the accounting information systems from a conceptual point of view. The organizational relationship between the accounting systems, management information systems and the organizational impact will be discussed. Automated information systems will be covered from the basics up through systems design and implementation with emphasis on the impact upon accounting.

Acc. 252 3 Credits

INTRODUCTION TO COST ACCOUNTING

An introductory course in cost accounting for manufacturing operations with thorough treatment of job order cost accounting and process cost accounting. Prerequisite: Accounting 101.

Acc. 311

3 Credits

Acc. 312

3 Credits

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 be given 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

AS 301 3 Credits
ELEMENTARY PROBABILITY AND STATISTICS (3+0)

Descriptive statistics, frequency distribution, 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.

Prerequisite: Math 106 or Math 121 and junior standing or consent of instructor.

ART

Art 100 3 Credits
ART EXPLORATION (2+2)

Recommended for the student seeking an initial broad exposure in Art or desiring a basic understanding and appreciation of art through actual participation in such subject areas as drawing, sculpture, ceramics, printmaking, etc.

Art 101 3 Credits
Art 102 3 Credits
Beginning Ceramics (1+4)

Introduction to the making and firing of clay objects. Study of clay methods of forming decorations, glazing, and firing. Art 101-102 may be taken in reverse order. Foundation experience in other materials such as plaster, enamels, concrete and glass.

| | |
|---------|-----------|
| Art 103 | 3 Credits |
| Art 104 | 3 Credits |

COMMERCIAL ART DESIGN

Fundamentals of design, materials, and techniques related to advertising and illustrations. Art 103-104 may be taken in reverse order.

| | |
|---------|-----------|
| 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 123 | 3 Credits |
|---------|-----------|

WATERCOLOR PAINTING (1+4)

Painting in various transparent and opaque media (watercolor, tempera, polymer, casein) Emphasis on techniques and subjects. Prerequisite: Beginning Drawing.

| | |
|---------|-----------|
| 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 in reverse order.

| | |
|---------|-----------|
| Art 163 | 3 Credits |
|---------|-----------|

THREE-DIMENSIONAL DESIGN

Work in three dimensions in sheet metal, plaster, paper, wire, etc., using the principles and elements of design.

| | |
|---------|-----------|
| Art 201 | 3 Credits |
| Art 212 | 3 Credits |

INTERMEDIATE CERAMICS

A continuation of basic ceramics with an emphasis on the potter's wheel, glaze calculations, and plaster as it relates to pottery. Prerequisites: Art 101-102 or permission of instructor.

| | |
|---------|-----------|
| Art 203 | 3 Credits |
| Art 204 | 3 Credits |

CERAMIC SCULPTURE

Use of plastic qualities of clay as a sculptural media. Wheel-thrown sculpture, coil, and slab techniques will be explored as well as architectural three-dimensional mural design. Art 203-204 may be taken in reverse order. Prerequisite: Art 101 or permission of the instructor.

| | |
|---------|-----------|
| Art 205 | 3 Credits |
| Art 206 | 3 Credits |

INTERMEDIATE DRAWING

Exploration of pictorial composition and creative interpretation of subjects. Prerequisite: Beginning drawing.

| | |
|---------|-----------|
| Art 207 | 3 Credits |
| Art 208 | 3 Credits |

BEGINNING PRINTMAKING

Introduction to the concept and techniques of printmaking. Each semester
Concentration on working on some of the following:

Relief (collography, linocut, woodcut, wood engraving)

Intaglio (etching, engraving, drypoint, aquatint)

Serigraphy (silkscreen, stencil)

Lithography and various photographic techniques

| | |
|---------|-----------|
| Art 209 | 3 Credits |
| Art 210 | 3 Credits |

BEGINNING METALSMITHING

Introduction to the basic techniques of fine metalsmithing and jewelry.

Art 209-210 may be taken in reverse order.

| | |
|---------|-----------|
| Art 211 | 3 Credits |
| Art 212 | 3 Credits |

BEGINNING SCULPTURE

An introduction to sculpture using wood, stone, metal, wire, plaster, etc. This course is designed to make the student artist aware of his materials and the tools required for the execution of sculpture. Art 211-212 may be taken in 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.
Prerequisite: 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 areas.

| | |
|---------|-----------|
| Art 217 | 3 Credits |
| Art 218 | 3 Credits |

PORTAIT PAINTING

Basic principles of portrait painting, study of character, design and composition. Use of charcoal, oils, and related media. Prerequisites:
Art 106 and 214 or permission of instructor.

| | |
|---------|-----------|
| 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.

| | |
|---------|-----------|
| Art 222 | 3 Credits |
|---------|-----------|

EXPERIMENTAL PHOTOGRAPHY

Exploration of various special effects, technique; free experimentation with the photographic image; emphasis on creativity. Prerequisite: Art 221 or permission of the instructor.

Art 223 3 Credits

WATERCOLOR PAINTING AND COMPOSITION

Development of individual approach to watercolor media. Prerequisite: Watercolor painting. Can be repeated for credits with permission of the instructor.

Art 260 3 Credits

ART APPRECIATION

A course designed for the non-artist major, to stimulate thought and develop an appreciation of all the visual arts. No attempt at chronological study is planned; rather, emphasis is on how art is useful in everyday life, how it speaks, what it means.

Art 261 3 Credits

Art 262 3 Credits

HISTORY OF WORLD ART

Origins of art and its progressive development from the beginning to contemporary art; emphasis on change and progress. Art 261-262 may be taken in reverse order; however, course content is presented in a chronological sequence beginning with fall semester. Prerequisite: Sophomore standing. Term paper required each semester.

Art 291 3 Credits

ART ACTIVITIES

Introduction to planning and installing exhibitions, art laboratory and studio practices and related activities. Written permission of the instructor required.

AVIATION TECHNOLOGY

Avt 100

4 Credits

PRIVATE PILOT GROUND SCHOOL

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

Avt 102

4 Credits

COMMERCIAL GROUND INSTRUCTION

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

BEHAVIORAL SCIENCE

B.S. 101 3 Credits
FIELD OBSERVATION

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

B.S. 102 3 Credits
INTRODUCTION TO BEHAVIORAL SCIENCE

The science of man as a social animal, his social process experience perception, and behavior with added emphasis upon motivation, learning, sensation, and personality in an attempt to construct an interaction 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

Vertebrate Physiology and anatomy. A survey of the 3 living kingdoms. Ecology and Population Biology. An introductory course for those needing a complete one year course in the Biological Sciences. Prerequisite: Biol. 105.

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 4 Credits
 PLANT FORM AND FUNCTION
 Structure, function, ecology, and evolutionary patterns of the major groups of plants. Prerequisites: Biology 105 with a grade of B or better, or Biology 105 and sophomore standing.
- Biol. 242 3 Credits
 INTRODUCTION TO MICROBIOLOGY
 Survey of the morphology and physiology of microorganisms, their role in ecology and their relationship to man. Prerequisite: Biology 105.
- Biol. 252 3-4 Credits
 PRINCIPLES OF GENETICS
 Principles of inheritance in plants and animals: the physiochemical properties of genetic systems. (Laboratory optional.) Prerequisite: Biology 105)
- Biol. 271 3 Credits
 PRINCIPLES OF ECOLOGY
 Relationships between organisms and their environments. Communities, environmental factors affecting plants and animals, population structure, and reaction of organisms. Field trips. Prerequisite: Biology 105 and 106.
- BUSINESS ADMINISTRATION
- B.A. 151 3 Credits
 INTRODUCTION TO BUSINESS
 Business organization, nature of major business functions, such as management, finance, accounting, marketing, personnel administration. The opportunities and requirements for professional business careers.
- B.A. 223 3 Credits
 REAL ESTATE LAW
 A practical course surveying the various kinds of deeds and conveyances, mortgages, liens, rentals, appraisals, and other transactions in the field of real estate and the law.
- B.A. 241 3 Credits
 BUSINESS LAW I
 Survey of the legal aspects of business problems; basic principles, institutions, and administration of law in contracts, agency, employment, negotiable instruments, and personal sales.
- B.A. 242 3 Credits
 BUSINESS LAW II
 Continuation of the basic principles, institutions, and administration of law in insurance, suretyship, partnership, corporations, real property, trusts, wills, bankruptcy, torts and business crimes.

BA 105

3 Credits

PRINCIPLES OF BANK OPERATING

This course presents the fundamentals of banking function in a descriptive fashion for the beginning banker. An over view of the profession in a broad (operational) perspective. The descriptive orientation is intentional. Banking is increasingly dependent of 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. Prerequisites: Chemistry from High School or permission of instructor.

Chem 106

4 Credits

GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS

Follows Chem 105 and includes Nuclear Chemistry, Thermo Chemistry, Electro Chemistry, Chemistry of selected elements and Organic Chemistry. Prerequisites: Chem 105 or equivalent.

COMPUTER INFORMATION SYSTEMS

CIS 101

3 Credits

INTRODUCTION TO DATA PROCESSING

A beginning course covering topics in machine organization, problem formulations, programming, information flow, management and applications of automatic data processing systems.

ECONOMICS

Econ 51

3 Credits

INTRODUCTION TO ECONOMICS

Introduction to the economic problem of scarcity, determination of the levels of national income and employment; the banking system and government policy with respect to expenditures and taxation. The subject matter of this course is similar to that of Econ 121 but is presented in a less theoretically rigorous fashion.

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: Econ 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 in 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. No prerequisite.

Eng 68 3 Credits

ELEMENTARY EXPOSITION

Continuation of English 67 with addition of community and cultural experience to serve as sources of writing assignments. No prerequisite.

Eng 104 3 Credits

INTENSIVE DEVELOPMENTAL ENGLISH

Concept similar to Eng 103, except that all material used will be correlated with a specified course in which the student is concurrently enrolled, and work will be focused on problems peculiar to that course. May be taken a second time for credit when the correlated course is different.

- Eng 106 3 Credits
 INTENSIVE DEVELOPMENTAL WRITING
 A writing program emphasizing the difference between speech and writing, narrative and factual reporting, with particular emphasis on the use of connectors and other organizational devices used in the various kinds of writing done in college.
- Eng 107 3 Credits
 STUDY READING FOR COLLEGE
 Group and individual instruction in techniques for improving reading rate and comprehension. Development of advanced reading skills and expansion of vocabulary. Practice in critical reading skills demanded by college courses. Attention focused on study habits.
- Eng 111 3 Credits
 METHODS OF WRITTEN COMMUNICATION
 Intensive instruction in written expression, including orderly thought, clear expression, and close analysis of appropriate texts.
- Eng 131 3 Credits
 INTRODUCTION TO LITERATURE
 Introduction to the analysis and appreciation of fiction, drama and poetry. Recommended for students considering English as a major or a minor.
- Eng 175 3 Credits
 VOCABULARY DEVELOPMENT
 Studies to increase the student's acquaintance with and control of words in English. Emphasis on developing the student's own vocabulary through familiarity with Greek and Latin word roots, some consideration of processes in the development of the English vocabulary as a whole. Individual projects encouraged.
- Eng 189
 COURSE NUMBER CHANGE, SEE ENG 212
- Eng 201 3 Credits
 MASTERPIECES OF WORLD LITERATURE
 To develop familiarity and interpretation of selected masterpieces up to the Renaissance. Prerequisite: Eng 111
- Eng 202 3 Credits
 MASTERPIECES OF WORLD LITERATURE
 To develop familiarity and interpretation of selected masterpieces from the Renaissance to the Twentieth Century. Prerequisite: Eng 111.
- Eng 203 3 Credits
 A SURVEY OF BRITISH LITERATURE
 ANALYSIS AND interpretation of selected English writings from the Age of Chivalry to the Romantic Period. Prerequisite: Eng 111
- Eng 204 3 Credits
 A SURVEY OF BRITISH LITERATURE
 Analysis and interpretation of selected English writings from the Romantic Period to the Modern Period.
- Eng 211 3 Credits
 ADVANCED COMPOSITION WITH MODES OF LITERATURE
 Practice of written interpretation of fiction, drama, and poetry.
 Prerequisite: Eng 111

Eng 212 3 Credits

TECHNICAL REPORT WRITING

Practice in writing business correspondence, formal and informal reports. Assignments correlate with vocational writing requirements. The student should be well versed in his/her technical field before enrolling.

Prerequisite: Eng 111

Eng 213 3 Credits

ADVANCED EXPOSITION

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

Eng 265 3 Credits

LITERATURE OF THE NORTH

A regional approach to the writers of Alaska, Canada, Scandinavia, and the Soviet Union.

FRENCH

French 101 5 Credits

French 102 5 Credits

ELEMENTARY FRENCH

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

FISHERIES

FISHING HAND SKILLS

4 Credits

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

FT 102

4 Credits

FISHING VESSEL LIVING

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 103

4 Credits

TRAWLING

Techniques of beam and otter trawling, twin and single trawl, with respect to deck variations. Special detection techniques and care of the catch will be integral to the course.

FT 104

3 Credits

GILLNETTING

This course deals with the variations between set nets and drift gillnets; emphasizing different setting techniques and construction modifications. Various related topics such as regulations, marketing, and management practices are included.

FT 106

4 Credits

PURSESEINING

Emphasis will be placed on the usage of various types of purse seines and their application to different fishing areas of Alaska. Short topics will include deep and shallow water seines, regulation, and present management practices.

FT 107

3 Credits

POTFISHING (KING AND TANNER CRAB)

Special emphasis will be placed on deck arrangements and fishing techniques. The detailed similarities and differences between gear, baits and habits of the species will be discussed.

FT 108

4 Credits

POTFISHING (DUNGENESS AND SHRIMP)

Major emphasis will be placed on variation in deck arrangements and potfishing techniques. Minor topic will include gear modifications, pot baits, crab and shrimp behavior, on board handling and processing.

Ft 110 4 Credits
LONGLINING

Emphasis will be placed on longlining techniques with an eye to maximizing production. Record keeping and efficiency will be stressed. Other topics include deck arrangements, gear variations and new gear, stock management; economic returns and the biology of the species.

FT 113 3 Credits
FISHERMAN'S NAVIGATION I BASIC PLOTTING

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 3 Credits
FISHERIES OCEANOGRAPHY I - FISH BEHAVIOR AND THE FISHING GEAR

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

FT 123 3 Credits
FISHING VESSEL HANDLING

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 3 Credits
FISHING VESSEL MAINTENANCE AND REPAIR I

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 structural deterioration and defects, deck and house maintenance. Paints, preservatives, and other material essential to vessel upkeep will be discussed.

FT 132 4 Credits
FISHING VESSEL MAINTENANCE AND REPAIR II

Setting up a maintenance schedule and record keeping. Preventative maintenance, troubleshooting, and emergency repairs will be stressed. Other topics include alarm systems and spare parts inventory.

FT 145 2 Credits
OPERATING AND REGULATORY RECORDKEEPING

Logbooks for operating the vessel and minimal records required by the fishery management agency will be described and practiced. The potential value of more detailed records for the operator/fisherman will be introduced. Basic operating and equipment standards required by the Coast Guard and other agencies will be demonstrated and practiced.

FT 141

1 Credit

CREW RIGHTS AND PRIVILEGES

A review of the "Law of Seamen" as it pertains to the fisherman; owner, captain and crewmember responsibilities under the marine laws, rules, regulations and custom; the "share system", settlements; crew privileges and practices on fishing vessels; medical care for fishermen. Taken in conjunction with FT 123. No prerequisites.

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

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.'

- H.E. 7 3 Credits
 CAKE DECORATING
 Basic home cake decoration including 14 basic flowers, sugar molding marzipan, and petits fours.
- H.E. 101 3 Credits
 FOOD PREPARATION
 An introductory foods course designed to demonstrate basic scientific principles of food preparation, selection, and processing in a laboratory situation; such as milk and chesse; vegetable and fruit; salads and salad dressing; sugar and starch cookery; meat; eggs, batter and dough; gelatin and sugar cookery.
- H.E. 102 3 Credits
 MEAL MANAGEMENT
 Planning, buying, preparing, serving meals, Emphasis on management, cost, and nutrition.
- H.E. 103 2 Credits
 NUTRITION TODAY
 The importance of food for growth and maintenance of health, dietary needs of the family, and fundamentals of nutrition. Special concerns such as weight control, heart disease, food fads, and nutrition of the future.
- H.E. 113 3 Credits
 CLOTHING CONSTRUCTION AND SELECTION I
 Fundamental sewing processes in garment construction, using modern techniques. Clothing selection and wardrobe study, and the psychological and social significance.
- H.E. 114 3 Credits
 INTERMEDIATE CLOTHING CONSTRUCTION
 Custom dressmaking through construction of several garments. Emphasis on new fabrics, more advanced techniques, and couture finishes with a review of basic principles. Prerequisite: H.E. 113, Basic Clothing Construction.
- H.E. 119 3 Credits
 CONSUMER FINANCES
 The management of family income and expenses in the changing family cycle; including their values, problems, and responsibilities. His relationship to the business world; protection and educational programs, credit, and financing.
- H.E. 211 3 Credits
 TEXTILES
 Identification, structure, selection, use, and care of fabrics.
- H.E. 215 2 Credits
 WEAVING (Same as Art 215)
 The study of 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 dyeing yarns. The emphasis will be on individual creativity and experimentation within these techniques.

H.E. 231 3 Credits
INTERIOR DESIGN

Principles of design and color as related to planning and decorating a home.

H.E. 232 3 Credits
COLOR AND DESIGN - RELATED ART

Applied design experiences in the application of principles of design and theory of color. Appreciation of line, texture, space, form, and the understanding of the principles of design as applied to a home.

H.E. 236 3 Credits
MARRIAGE AND FAMILY LIFE

Preparation for marriage and family life; personality development dating, courtship, engagement, morality, reproduction, conflicts, money matters, crises, divorce, relation, parenthood, and other topics.

H.E. 241 3 Credits
HOME MANAGEMENT: THEORY AND PRACTICUM

Work simplification, time, energy, and money management, and their application in the home.

H.E. 245 3 Credits
CHILD DEVELOPMENT

Theory and laboratory of human mental, emotional, social, and physical development. Prerequisite: Psychology 101, 45 semester hours, and permission of the instructor.

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

IS 101

3 Credits

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 the 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 to teach correct deductive reasoning. Topics may be chosen from arithmetic, geometry, number theory, set theory, topology, algebra and analysis. An ideal course for education majors, particularly elementary ed. 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 106

6 Credits

COLLEGE ALGEBRA AND TRIGONOMETRY

Review of high school algebra, determinants, matrices, topics in the theory of equations, systems of equations, inequalities, curve sketching, probability, and application; plane trigonometry with emphasis on the analytical and periodic properties of trigonometric functions. Covers logarithms, binomial theory, and mathematical induction. Prerequisite: Two years of high school algebra with a grade of C or better, or Math 105

Math 110

4 Credits

MATHEMATICS OF FINANCE

Simple and compound interest, discount, annuities, amortization, sinking funds, depreciation, and capitalization. Prerequisite: Math 105 or admission by arrangement.

Math 200

4 Credits

CALCULUS

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

- Math 201 4 Credits
 CALCULUS
 Differentiation and integration of exponential, logarithmic and trigonometric functions. Parametric equations, arc length, polar coordinates, and techniques of integration. Application of the above. Prerequisite: Math 200 or equivalent.
- Math 202 4 Credits
 CALCULUS
 Vectors, infinite series, partial differentiation and multiple integration. Prerequisite: Math 201 or equivalent.
- 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: Math 105 and/or placement.
- MUSIC
- Mus 123 3 Credits
 Music Appreciation I
 Introduction to the historical-cultural aspects of music as an art form in the various stylistic eras, the leading 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.
- Music 222 3 Credits
 HISTORY OF MUSIC
 Music since 1750. Prerequisite: Mus 132 or permission of instructor.

OFFICE OCCUPATIONS COURSES

OO 051

3 Credits

BOOKKEEPING I (3+1)

Course begins with opening a set of books and works through the accounting cycle; is designed for those students who have not had high school bookkeeping. A practice set is required. Prerequisite: Reading grade 9 approximately or permission.

OO 052

3 Credits

BOOKKEEPING II (3+1)

Course deals with payroll, accounts receivable, accounts payable, special journals, petty cash, sales tax and records for partnerships and corporations. Practice is given in recording all transactions by the use of practice sets. A minimum of three sets must be completed. Prerequisite: OO 051

OO 055

3 Credits

BUSINESS MATH (3+1)

Course applies basic math principles to interest, inventory, commission, discounts, payroll, depreciation, insurance, taxes, stocks, and bonds. Prerequisite: Student must score 90% on a math pre-test covering conversion of fractions, decimals and percents.

OO 103 A - B- C

3 Credits

ELEMENTARY TYPEWRITING (1+1)- each part

Course includes learning about the machine, letter keys, figure, symbols, and typing simple tabulated material. Emphasis is on technique development of the alphabetic keys. Part B emphasizes improving basic skill, typing memorandums, centering, personal communications, tabulations, word division, and simple business letters. Part C develops speed and accuracy; includes typing business letters, outlines, manuscripts, composing, and review of basic and problem skills.

OO 105

3 Credits

INTERMEDIATE TYPEWRITING (3+3)

Course further develops speed and accuracy and applies typewriting skills to special letter problems, tabulations, manuscripts, duplicating, and other office problems. Prerequisite: OO 103C

OO 106

3 Credits

ADVANCED TYPEWRITING (3+3)

Course involves typing documents and forms, statistical tabulations including financial reports and the problem-solving approach to the completion of various typing problems. Time is spent to further upgrading of skills, preparing for the business office and preparing to take employment tests. Prerequisite: OO 105

OO 111

1 Credit

MINUTE TAKING (1+1)

Course involves taking and typing minutes and an introduction to parliamentary procedure, including the role and duties of officers in a meeting. Prerequisites: Touch typing

- OO 203A 1 Credit
OFFICE MACHINES ---CALCULATING MACHINES (1+1) - each part
Course includes how to operate the display calculator, printing calculator, mechanical printing calculator and the ten-key adding machine.
- OO 203B 1 Credit
OFFICE MACHINES---DUPLICATING MACHINES (1+1)
Course involves learning how to operate the spirit duplicator, mimeograph, thermofax, xerox, and collator. Prerequisite: Touch typing.
- OO 203C 1 Credit
OFFICE MACHINES --SECRETARIAL MACHINES (1+1)
Course involves learning how to operate the Executive Typewriter, transcribers, and introduces the Magnetic Card/Selectric Typewriter.
Prerequisite: OO 103 .
- OO 207 A - B - C 3 Credits
MACHINE TRANSCRIPTION (1+1) - each part
Course introduces the student to the basic operation of transcription machines and develops spelling, punctuation, vocabulary and proofreading skills. Part B provides additional practice in transcribing letters, memorandums, and other common business correspondence. Part C develops advanced skills in the operation of transcription equipment.
Prerequisite: Eng 067 and a typing speed of 40 wpm.
- OO 210 2 Credits
OFFICE PROCEDURES
Course includes personal development; the financial and legal aspects of office work; efficient procedures for processing mail; word processing; use of reference tools; making travel arrangements; arranging meetings and conferences; taking minutes; and using transmittal services. Prerequisite OO 103
- OO 231 3 Credits
BUSINESS COMMUNICATIONS (3+1)
Course applies the techniques of written communication to situations that require problems to be solved, and an understanding of human relations. Student will compose and evaluate the various kinds of communications that commonly pass between a business office and it's associates, customers, and dealers. Included are: interoffice memos, letters and reports.
Prerequisites: Eng. 106 and the ability to type.
- OO 299 1-3 Credits
OFFICE PRACTICUM (0+10)
Course involves placing the student in a business office which is related to his or her educational program and occupational objectives for approximately ten hours a week. A weekly conference is scheduled with the instructor. Prerequisite: Permission of the instructor.

PHYSICAL EDUCATION

PE 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 trigonometry or Physics 103.

POLICE ADMINISTRATION

PA 110

3 Credits

INTRODUCTION TO CRIMINAL JUSTICE

A study of the agencies and processes involved in the Criminal Justice system-- the legislature, the police, the prosecutor, the courts and corrections. An analysis of the role and the problems of the law enforcement in a democratic society.

PA 150

3 Credits

LINE AND STAFF ADMINISTRATION

Principles of police administration and organization as applied to staff and line units. As analysis of their functions and activities, including recordkeeping, report writing, and the application of the computer.

PA 153

3 Credits

EVIDENCE

THE Kinds and degrees of evidence and the rules governing the admissibility of evidence in court.

Pa 220

3 Credits

PRACTICUM: FIELD OBSERVATION

A course designed for pre-service personnel interested in first hand familiarization with the police function.

PA 251

3 Credits

CRIMINOLOGY

The study of the major areas of deviant behavior and its relationship to society, law and law enforcement, including the theories of crime causation.

PA 252

3 Credits

SUBSTANTIVE CRIMINAL LAW

A study of the elements, purposes and functions of the substantive criminal law with emphasis upon historical and philosophical concepts.

PA 254 3 Credits
Procedural Law (Criminal Procedure)
Emphasis upon the legal limitations of the police and the right of the people to be secure from the government under the protection of the constitution and the Rules of Evidence.

PA255 3 Credits
CRIMINAL INVESTIGATION
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.

PA 257 3 Credits
TRAFFIC SAFETY
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.

PA 258 3 Credits
JUVENILES AND THE LAW
The role of agencies under the law in regard to the juvenile with special attention to the role of law enforcement. Both theoretical and practical aspects will be studied.

PA 259 3 Credits
ADMINISTRATIVE CONCEPTS
Exposition of basic theory, principles and practices of public administration, especially as it applies to municipal agencies. Theoretical aspects of factors such as policy-formation and decision-making in a public agency.

Corrections

Corr 210 3 Credits
PRINCIPLES OF CORRECTIONS
An introduction to the basic concepts of Probation and Parole; the use or authority in corrective services; institutional treatment methods, a study of popular and professional concepts in correction.

POLITICAL SCIENCE

P.S. 101 3 Credits
INTRODUCTION TO AMERICAN GOVERNMENT
P.S. 102 3 Credits
INTRODUCTION TO AMERICAN GOVERNMENT AND POLITICAL SCIENCE
U.S. Constitution and its philosophy; evolution of the
branches of government; political process, contemporary political
issues, goals, methods, and levels of government.

PSYCHOLOGY

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

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

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

RUSSIAN

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

Russ. 102 5 Credits
ELEMENTARY RUSSIAN
Development of the four skills (listening comprehension,
speaking, reading, and writing) with emphasis on oral work,
practice in the language laboratory, basic grammar, and
vocabulary.

SECRETARIAL STUDIES

S.S. 101 4 Credits

BEGINNING SHORTHAND

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

S.S. 102 4 Credits

INTERMEDIATE SHORTHAND

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

S.S. 103 3 Credits

ELEMENTARY TYPEWRITING

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

S.S. 105 3 Credits

INTERMEDIATE TYPEWRITING

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

- S.S. 106 3 Credits
 ADVANCED TYPEWRITING
 Typing of business letters, legal documents and forms, statistical tabulations including financial reports, and the problem solving approach to the completion of various typing problems. Emphasis on speed and office standards. Prerequisites: Secretarial Studies 105 or equivalent and speed of 40 words a minute.
- S.S. 109 1 Credit
 MAGNETIC CARD/SELECTRIC TYPEWRITER
 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 3 Credits
 COMPREHENSIVE BUSINESS ENGLISH
 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 3 Credits
 ADVANCED SHORTHAND
 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 4 Credits
 ADVANCED DICTATION AND TRANSCRIPTION
 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

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.

SS 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.

SS 231

3 Credits

BUSINESS COMMUNICATIONS

Applies the techniques of written communications to situations that require problem solving and an understanding of human relations. Students will compose and evaluate the various kinds of communications that commonly pass between a businessman and his associates, customers and dealers. Included will be interoffice memos, letters and reports. Prerequisite: SS 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 behavior, language, experience, perception and meaning. An attempt is made to construct an interaction framework to be used in understanding 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: Soc 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.

Soc. 201

3 Credits

SOCIAL PROBLEMS

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

Soc 207 3 Credits

POPULATION AND ECOLOGY

Analysis of world populations; growth and decline patterns; migratory trends and ecology; worldwide implications to current population growth; critical review of major theoretical contributions with introduction to demographic methods. Prerequisite: Soc 101,102.

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 USA. 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.

Soc 251 3 Credits

INTRODUCTORY STATISTICS FOR BEHAVIORAL SCIENCES

Introduction to the basic concepts, purposes, and procedures of statistics. Areas of study include : data reduction, descriptive measures for group data; inferential measures for single groups and between group means; probability; measures of association; and correlation and regression analysis.

SPEECH

Speech 111 3 Credits
FUNDAMENTALS OF ORAL COMMUNICATIONS

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 1-3 Credits
THEATRE PRACTICUM (PARTICIPATION)

Participation in Drama workshop or lab productions as performer or technical staff member. Participations in productions are required.

Theatre 102 1-3 Credits
THEATRE PRACTICUM

Participation in Drama Workshop or lab productions as performer or technical staff member.

Theatre 110 3 Credits
THEATRE AND MAN

Elements of drama, dramatic structure, types and styles. A few select dramatic masterpieces of the past and present will be subject to analysis with the purpose of stressing tradition, values and ideas of theatre and man's relationship to it.

Theatre 121 3 Credits
BASIC ACTING TECH

Instruction in this course consists of work in three closely related areas: Movement, voice production and speech, and basic acting. The study of movement begins with exploratory exercise. The study of speech covers voice building, breath control and how these techniques apply to basic acting.

Theatre 141 3 Credits
BASIC STAGE CRAFT

Materials of scenic construction and painting and their use.

Theatre 201 1-3 Credits
THEATRE PRACTICUM

Participation in Drama Workshop or Lab productions as performer or technical staff member.

Theatre 202 1-3 Credits
THEATRE PRACTICUM

Participation in Drama Workshop or Lab production as performer or technical staff member.

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.

- Theatre 221 3 Credits
 BEGINNING ACTING I
 Characterization technique emphasis on physical development for the actor through the study of bio-mechanics. Prerequisite: Theatre 121 or permission of the instructor.
- Theatre 243 2 Credits
 BEGINNING SCENE DESIGN
 Fundamental principles of design for the stage. Includes drafting, rendering and theory. Prerequisite: Theatre 141 or permission of instructor.
- Theatre 247 2 Credits
 BEGINNING STAGE LIGHTING
 Fundamental practice and theory of lighting the stage. Prerequisite: Theatre 141 or permission of the instructor.
- Theatre 250 2 Credits
 BEGINNING COSTUME CONSTRUCTION
 Basic principles of fabric selection and construction techniques of stage costumes.
- Theatre 251 2 Credits
 BEGINNING COSTUME DESIGN
 Fundamentals of costume design with emphasis on beginning techniques for drawing plate and rendering.
- Theatre 255 3 Credits
 MAKEUP FOR THEATRE
 Theatrical make-up for actors, teachers, directors, and other theatre workers; make-up materials and use; straight and character make-up; illusory and plastic relief; national types; influence of stage lighting.
- Theatre 299 1-5 Credits
 INDEPENDENT STUDY
 Independent study of a specified area of theatre with guidance by Faculty. Concentration in research or practical projects. Prerequisite: Sophomore standing or permission.
- Theatre 310 3 Credits
 REPRESENTATIVE PLAYS
 A survey course of Dramatic literature from the Greeks to the Renaissance. Prerequisite: Theatre 110; sophomore standing or permission of instructor.
- Theatre 311 3 Credits
 REPRESENTATIVE PLAYS
 A survey course of Dramatic literature from the Renaissance to the present. Prerequisite: Theatre 110, sophomore standing or permission of instructor.