Kodiak 1978-79
Community College

This catalog is published for information purposes. Every effort is made to insure its accuracy at the time of publication. However, the provisions of this catalog are not to be regarded as an irrevocable contract between the student and the college. The college reserves the right to change any provision or requirement at any time within the student's term of registration.

It is the policy of the University of Alaska to provide equal educational and employment opportunities, to provide services and benefits to all students and employees without regard to race, color, religion, sex, handicap or veteran status in accordance with the laws enforced by the Dept. of HEW/OCR and OEO/DOL. (Including Presidential Executive Order 11246 as amended, Title VI of the 1964 Civil Rights Act, Title IX of the Education Amendment of 1972, Rehabilitation Act of 1973 and Title 41, parts 60-1, 60-2, 60-3, 60-20 and 60-50 and Sections 799A and 845 of the Public Health Service Act where applicable.

VOLUME 4
Sources of Information

KODIAK COMMUNITY COLLEGE
Kodiak, Alaska

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Director of Continuing Education and Community Service Programs ............. Ms. Carol Hagel
Counselor .................................................................. Ms. Linda Fields
Registration ............................................................ Ms. Charlotte Hatfield
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Personnel ..................................................................... Mr. Red Landers

This catalog is true and correct in content and policy.

Carolyn Floyd
Campus President
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INSTRUCTIONAL CALENDAR
1978–79

FALL 1978

Registration .................................. September 11, 12, 13, 1978
First Day of Instruction ..................... September 18, 1978
Late Registration Commences ............... September 25, 1978
Add/Drop Charges Commence ................ September 25, 1978
Last Day of Late Registration ............... September 29, 1978
Deadline for Fall Graduation Applications ... October 13, 1978
Thanksgiving Vacation ...................... November 23, 24, 1978
Last Day of Add/Drop ....................... December 4, 1978
Last Day of Instruction/Examinations ....... December 22, 1978
Grades Due — 5:00 p.m. .................... January 4, 1979

SPRING 1979

Registration .................................. January 15, 16, 17, 1979
First Day of Instruction ..................... January 22, 1979
Late Registration Commences ............... January 29, 1979
Add/Drop Charges Commences ............... January 29, 1979
Last Day of Late Registration ............... February 2, 1979
Deadline for Spring Graduation Applications ... February 16, 1979
Last Day to Add/Drop ....................... April 9, 1979
Easter Vacation ................................ March 30, 1979
Last Day of Instruction/Examinations ...... April 28, 1979
Commencement ............................... May 3, 1979
Grades Due — 5:00 p.m. .................... May 4, 1979

SUMMER 1979

Separate registration, first day of instruction, last day of instruction/examination will be announced for each class offering two weeks prior to registration for that class due to staggered time periods and variable class durations.

All students enrolled in certificate programs full time will be attending 24 hours per week for 7.5 weeks, or 12 hours per week for 15 weeks.
A HISTORY OF THE COLLEGE

Kodiak Community College is a cooperative educational enterprise between the University of Alaska and the Kodiak Island Borough School District, as authorized by the Community College Act of the State of Alaska.

The college began operation in the fall of 1968 in what was then the state vocational building at Kodiak High School. There were 95 students enrolled in 8 classes. William Gregory held the post as director.

In 1972 the first building was constructed on the present grounds of the College's 60-acre campus, approximately two miles northwest of the City of Kodiak.

In the spring of 1978 there were a total of 94 classes offered. A rough attendance breakdown includes 137 adult basic education students, 310 students attending non-credit classes and 463 students attending credit classes. The total was 910 students.

The role of a community college in a remote area covers a broad spectrum. We have a very strong adult basic education program which provides literacy and high school equivalency for adult members of the community. We provide core courses in the traditional areas such as English, history, math, science, economics and speech. We also offer a number of courses in the vocational/clerical area — ranging from auto repair and outboard repair, from navigation to scuba diving to accounting, business, business law and criminal law. We have recreational courses, such as swimming and yoga; performing arts such as music, guitar, folk dancing and theatre. We also offer 20 different art courses — ranging from ceramics to drawing and painting to woodcarving to quilting and Aleut basket weaving.

The college sponsors an annual Fisheries Institute, which is designed to bring specialists in new technology in fisheries to the fishermen in Kodiak. The response has been good, with a head count of over 170 attending the 1978 Institute. The 1979 Institute will be held during the last week in March.

There is a demand from local educators for courses to upgrade their teaching skills and credentials. The college continues to coordinate upper division courses through the University of Alaska. A small number of local teachers obtain their Masters Degree each year through these coordinated classes.
This year the programs have been coordinated with the following local agencies and groups:

Kodiak Area Native Ass'n ............ Adult Basic Education
                      Business Administration
                      Health Occupations
                      Upward Bound

Kodiak Police Dep’t. and Court
                      System ...... Police Administration Courses semiannually

Kodiak Fishermen ............... Annual Fisheries Institute

Kodiak Processors ...... Coordinate special seminars — two year
                      FDA & National Canners and OSHA
                      Cannery Maintenance

Kodiak Island Hospital ........ Nurse’s Aide Training Program

Kodiak Alcoholism Information, Education and
                      Referral Center ...... College classes and summer workshop

National Secretaries Ass’n., Kodiak Chapter . . Annual workshop

Alaska Growth Policy Council .......... Alaska Public Forum

Kodiak Community College has been approved as a testing center for the following tests:
                      Admission Test for Graduate Study in Business
                      Certified Professional Secretary Examination
                      General Educational Development Tests
                      Graduate Record Examination
                      Law School Admissions Test
The college will also proctor special tests at the request of the student or organization.

Students are referred into Community College programs by different agencies which pay the tuition costs for the students. This year the college has students referred through the Office of Vocational Rehabilitation, Department of Welfare, the Department of Labor, and the law enforcement officers through the Department of Justice LEEP program and the Bureau of Indian Affairs.

Because of the community participation in college programs and increased enrollment Kodiak has included in the building program for the University and its first building containing seven classrooms, library, office, and student lounge was completed in October, 1972. In November of 1972 Alaskan voters approved a second facility for the Kodiak Community College which includes two classrooms, a fisheries and marine diesel shop and a maintenance shop and additional office space. A third building housing facilities for Seafood Processing opened its doors in 1976.
A BRIEF HISTORY OF KODIAK

Inhabited for almost 6,000 years, Kodiak is the first group of islands in the Aleutian Chain. An extension of the Kenai Mountains, the Kodiak Archipelago is composed of 16 major islands and contains roughly 5,000 square miles of land. The major island of Kodiak measures approximately 60 miles in width by 100 miles in length and is considered to be the largest island in the United States, with over 3,500 square miles of land area.

When the Russian fur trader Baranof first arrived at Kodiak in the summer of 1791, he immediately recognized Kodiak as a natural stopping-off point for the transport of goods and services between east and west. Baranof’s original warehouse still stands, the oldest Russian building on Alaskan soil and a scant two miles from the present location of Kodiak Community College.

Kodiak, like most of the rest of Alaska, seems to have a history of natural disasters and one of periodic extraction and depletion of natural resources. We have been fortunate in having so many diverse resources that the depletion of one is usually followed closely and overlapped by the discovery and utilization of another.

In the late 1700’s it was the sea otter and the Russian-American Fur Company that brought Kodiak into world recognition. As the plentiful sea otter was exterminated, the whale became a major target. Between 1835 and 1869 the majority of whale oil produced by the American fleet was taken from Kodiak waters. By the early 1900’s, most of the whales were gone, and whaling activity was reduced to a few shore stations that produced fertilizer and bone meal.

The United States officially purchased Alaska in March of 1867.

The depression of the late 1890’s was beginning to impact Kodiak heavily, just as the news of the discovery of gold in Nome reached the rest of the United States. Kodiak, as an ice-free port, again began to be used as a major stopping point on the steamship trips north and south. As the flow of gold slowed in 1903, so did the traffic; but by this time Kodiak’s abundant and resilient salmon had been discovered and the United States had begun to pull out of the depression.

In June of 1912 Mount Katmai erupted and, through a peculiar and constant air current, that eruption sent approximately 18 inches of volcanic ash to fall a hundred miles east on Kodiak and the sur-
rounding waters. The ash fall caved in roofs, filled lakes, choked and poisoned salmon streams and all but destroyed the salmon runs over the next few years. By 1920 the salmon had recovered, a halibut and cod industry was resumed, and these fisheries began to provide the major revenue for the island. Herring stocks appeared in large numbers and they were taken to large shore plants to be reduced to oil and meal.

The multitude of fish carried the people of Kodiak through the Depression of the thirties and to the start of World War II.

Again, its strategic location in the Gulf of Alaska made Kodiak prime for the location of a military base of operation. The Japanese were building installations on U. S. soil at the end of the Aleutian Chain. It was rumored that the Russians also had installations in the offing. The United States responded. Slowly at first, and then with great force as the momentum gathered.

In 1939 there were 800 people in the town of Kodiak. In November of 1941 the population had risen to 3,500. Before the war’s end the population stood at an estimated 26,000.

With the passing of World War II, life settled down to a more reasonable pace. While most of the military people left, the Naval Station on Kodiak remained open and a number of ex-military people stayed to increase both the town’s population and its working force.

A great number of the Japanese who had occupied the Outer Aleutians for three years of the war had seen the riches in the sea, and remembered. They would return to capture them.

Grigorii Shelikov established a post at Three Saints Bay on Kodiak in 1784. In 1791 an earthquake/tidal wave destroyed that post and the majority of the Koniag villages on that side of the island.

On March 27, 1964, the famous Good Friday Earthquake struck. The quake dropped the entire island of Kodiak from two to six feet into the sea. The tidal wave that followed devastated three of the four existing canneries and leveled all of the houses and buildings in the lower area of the town.

Although a disaster, the Tidal Wave leveled the town and allowed an intelligent and systematic rebuilding to take place. In the years between ’64 and present, the population of Kodiak has risen to a stable 8,000.
Japanese fishing efforts off our shores have been, in part, responsible for the passage of HR 200, which dictates a territorial 200 mile offshore limit and provides means for the prevention of foreign fishing efforts within 200 miles of the coast of the United States. The original Navy Base on Kodiak has since been transferred to the U. S. Coast Guard which has, as one of its duties, the enforcement of the 200 mile limit. The Coast Guard has a present population of 2,900.

The number of canneries has since risen to 15, and Kodiak consistently places second and third in the world with the number of pounds of fish landed. The fleet now operates year 'round — fishing for three species of crab, herring, salmon, shrimp, halibut and cod. While the Japanese investment in local canneries is high, United States law prevents total foreign ownership.

There is a large timber industry exporting logs to Japan, and two small sawmills cutting lumber for local use.

The next major impact is expected to come from oil exploration in waters offshore Kodiak.
HISTORY OF THE UNIVERSITY

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

The college opened for instruction on September 18, 1922, with the Honorable Charles E. Bunnell as president. The college became the University of Alaska by an act of the Territorial Legislature July 1, 1935, and 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. Dr. Charles O. Ferguson succeeded Dr. Hiatt in March, 1977, who was followed by Dr. Neil Humphrey and Mr. Foster Diebold, the present president.

Today, the University's statewide system includes university centers at Fairbanks, Anchorage and Juneau, and community colleges at Anchorage, Bethel, Fairbanks, Kenai-Soldotna, Ketchikan, Kodiak, Nome, Palmer, Sitka, Kotzebue and Valdez, as well as 21 extension centers located in other communities of the state.
The Kodiak Community College is a candidate for accreditation as an institution of higher learning by Commission on Colleges of the Northwest Association of Schools and Colleges. The college is an approved institution by the Veterans Administration for the education and training of veterans. As a unit of the statewide system, the college benefits from the University’s membership in the Association of American Colleges, the Association of State Universities and Land-Grant Colleges and the National Commission of Accrediting, and the institutional membership in the American Council of Education, the American Association of Colleges for Teacher Education and the Western Interstate Commission for Higher Education. The University is on the approved list of colleges and universities of the American Association of University Women.
PURPOSES AND OBJECTIVES

Kodiak Community College exists to give post-secondary education and training to the residents of the Kodiak area. The college also serves other areas in southwestern Alaska as well as students from the entire state of Alaska. In the tradition of the open-door comprehensive community college, Kodiak Community College offers lower-division courses applicable to associate degrees and leading to advanced degrees. In addition, Kodiak Community College coordinates upper-division graduate courses to meet local needs.

As a comprehensive community college, the purposes and objectives of the college are as follows:

1. To offer courses or programs within the interests and abilities of the students in preparation for gainful employment.

2. To offer courses and programs designed to retrain or upgrade the skills necessary to improve job performance or prepare for promotional opportunities.

3. To offer courses in technical training through the associate degree level in areas when job training is required by the local community or state.
4. To offer general interest or personal self-improvement courses designed to enrich the quality of living of an individual and the community.

5. To offer courses leading to an associate degree or the initial two years of academic or preprofessional training.

6. To offer academic and career counseling and testing services for students and an advisement program aimed at placing students in appropriate courses in relation to their interests, goals and capabilities.

7. To offer courses and services in the area of adult basic education for the improvement in the basic skills of writing, speaking, spelling and mathematics.

8. To offer activities in the community of a cultural, recreational and educational nature.
Admission

ADMISSION REQUIREMENTS

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

2. Any person under age 18 who provides written approval by a parent or guardian and an appropriate school authority is eligible for admission to a community college with the approval of the campus president.

TRANSFER STUDENTS

The college will accept transfer credits from other accredited institutions when the grades of courses completed are "C" or above. Transfer credits are evaluated after a student is admitted. The college reserves the right to reject work of doubtful quality or to require an examination before credit is allowed.

Members of the Armed Forces who have taken USAFI courses may, upon application for admission and presentation of credentials to the Office of Admissions and Records, receive credits as recommended in the Evaluation of Educational Experiences of the Armed Forces.
Forces. College credit will not be allowed for the General Education Development Tests.

HIGH SCHOOL STUDENTS

Qualified Alaska high school students are permitted to enroll in classes at the college while attending high school. To qualify for admission to college classes while still attending the high school, a student must have the recommendation of his/her principal and the approval of his/her parent or guardian. Forms for this purpose are available from the registration office.
FOREIGN STUDENTS

In addition to meeting regular admission requirements, a foreign student must be able to speak, read and write the English language well enough to do college-level work successfully. In addition, when preparing the I-20 form that is necessary to obtain an F-1 (student) visa, the college 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/she has sufficient funds to pay all of his/her expenses while attending Kodiak Community College as well as the amount needed to pay his/her transportation costs from his/her home to Alaska and return. It is vital that the student has enough money to pay for his/her return home in the event of an emergency or at the termination of his/her enrollment. The minimum costs for attending Kodiak Community College for one academic year is approximately $4,500. This amount covers all university fees, room and board, and a reasonable estimate of personal expenses, but does not include transportation costs.

ADMISSION PROCEDURE

Students may enroll in any course for which they meet the requirements; however, to be admitted to a degree or certificate program, and before receiving a degree or certificate from Kodiak Community College, students must formally be admitted. To accomplish this, students should complete the following steps.

1. Submit a completed admissions application and $10.00 to the registration office.

2. Arrange to have official transcripts sent to the above office from former colleges or universities.

Students will be informed of their admissions status.
AUDITORS

An auditor is a student who enrolls for informational instruction only. He/she does not receive academic credit, does not have laboratory privileges and may not submit papers for correction and grading. An auditor must register formally and pay the required fees.
Registration

GENERAL PROCEDURES

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 college 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.

AUDITORS

Auditors are students who enroll for informational instruction only. They do not receive academic credit, do not have laboratory privileges and may not submit papers for correction and grading. They must register formally and pay the required fees.

DROP/ADD CLASS

A student is expected to complete the course in which he/she is enrolled. He/she may, if circumstance warrants, withdraw from one or more courses by completing a drop/add form. Courses dropped during the first two weeks of the semester will not appear on the student's permanent record; thereafter, a mark of "W" will be entered on the record.

To add or drop a class, the student must secure an add/drop form from the registration office, complete it, have it signed by the class teacher, and return it to the registration office and pay the added fee if appropriate. Formal withdrawal for dropping a class must be made in the registration office and the signed receipt of withdrawal form must be completed before the withdrawal will be processed. The date of validation in the business office for a withdrawal is the official date as noted at the registration desk.
Students who merely stop attending classes without formally withdrawing, will not receive a refund of tuition and fees.

Students wishing to add classes to their schedule may do so until the end of the late registration date by following the drop/add procedure.

Additional information about the drop/add procedure may be obtained from the registration desk.

WITHDRAWAL FROM COLLEGE

Should a student find it necessary to withdraw from college, he/she should immediately report to the registration office. There he/she may obtain a withdrawal form which, when properly completed, must be returned to the office.

For the student’s own benefit, it is highly recommended that he/she consult with a counselor prior to withdrawal. If the student is receiving veteran’s or social security benefits, the student should notify the business office of his intention to withdraw. Upon presentation of this form to the registration office, the student is granted honorable dismissal. The refund and grades are determined according to regulations printed in the catalog and the class schedule. Should a student be unable to withdraw in person, he/she must notify the registration office in writing that he/she wishes to withdraw from the college, and the official paperwork will be done by the office.
<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Resident</th>
<th>Non-resident</th>
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<tbody>
<tr>
<td>12 or more</td>
<td>$160</td>
<td>$460</td>
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<tr>
<td>11</td>
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</tr>
<tr>
<td>1</td>
<td>20</td>
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</tr>
</tbody>
</table>
Students enrolling in 7 credits or less will pay $20 per credit. Students enrolling in 8 or more credits will pay the consolidated fee of $160.

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

Textbook costs are in addition to fees and are cash only. Textbook costs may not be included in fee deferred payment notes.

If fees are to be paid by any company or agency, a letter of authorization must be submitted at the time of registration. The letter must indicate exactly what the agency will pay (fees only, fees and texts, etc.) and must include exact billing instructions and billing address. If a student anticipates an agency will pay the fees, but he/she does not have the letter at the time of registration, it is necessary that the procedure be followed as with any other student — fees must be paid with registration or the deferred billing may be made based on the letter, the student will be refunded the amount that has been paid.
NON-CREDIT COURSE FEES

Fees for non-credit and interest courses vary with individual programs and communities. In general, the fees for such courses will not exceed those established by the University of Alaska, but are not considered as part of a student's consolidated academic fees.

OTHER FEES

<table>
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<th>Fee</th>
<th>Amount</th>
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<td>Admission Application Fee (remit with application)</td>
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<td>Late Registration Fee:</td>
<td></td>
</tr>
<tr>
<td>First working day</td>
<td>$5.00</td>
</tr>
<tr>
<td>Each succeeding day</td>
<td>$2.00</td>
</tr>
<tr>
<td>Drop/Add Fee (per course)</td>
<td>$2.00</td>
</tr>
<tr>
<td>Credit-by-Examination Fee (each examination)</td>
<td>$15.00</td>
</tr>
<tr>
<td>Deferred Payment Service Charge</td>
<td>$2.00</td>
</tr>
</tbody>
</table>

All fees are 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 within 30 days following the close of late registration. Students will be notified by mail of any adjustments.

SENIOR CITIZEN FEE WAIVER

The University of Alaska Board of Regents has approved a waiver of course fees (excluding fees for specialized classroom supplies), effective fall semester, 1975, for Alaskan residents 60 years of age or older. Such students may enroll in any classes offered by the University of Alaska for which they are properly qualified, except those classes where student work spaces may not be available.
DEFERRED FEES PLAN

Fees are due and payable with registration. If a student is unable to pay full fees at the time of registration, he/she may apply for a deferred payment note. This note for the balance owed on fee accounts is not to be confused with the concept that each payment covers a period of time of attendance in classes. The amount due on the note must be paid regardless of whether the student continues in attendance of classes or not. In the case of discontinued attendance in classes, the withdrawal and refund policy is in effect whereby credit on an unpaid note is given in accordance with the refund policy that applies to students who pay full fees and registration.

Deferred payment not for registration in full semester courses. Students registering during the regularly designated registration period for five (5) or more credits in courses offered over the period of the full semester will pay one-half of assessed fees (excluding $10 application fee for 12 or more credits payable in full with registration), one-half of the balance within 30 days and the final balance within 60 days. Students registering after the designated registration dates will pay one-half of the assessed fees with registration and the balance within 45 days.

Students registering during the regular registration period for two, three or four (2, 3, or 4) credits must pay one-half assessed fees with registration and one-half within 30 days of the start of the semester. Full fee of $20 is due with registration in a one (1) credit course.

There is a service charge of $2 for the deferred payment note plan. An additional $2 charge may be assessed for each payment made after the date designated on the note as date of payment due.

All deferred payment note balances must be paid in full within 60 days of the start of the semester.

Deferred payment notes are not available for registration in shorter-than-full-semester courses. Full fees are payable with registration in shorter-than-full-semester courses.

For additional information or questions, contact the college business office.
RESIDENCY

Alaskan residents as well as students from Hawaii, the Yukon Territory and the Northwest Territories are exempt from a non-resident tuition fee. For purposes of non-resident 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 has done any act inconsistent with Alaska residence shall be deemed a non-resident for purposes of non-resident tuition. An unemancipated person under the age of 18 who has a parent or guardian who qualifies as an Alaskan resident, as defined above, shall be deemed a resident and, otherwise, such unemancipated person under the age of 18 shall be deemed a non-resident for purposes of non-resident tuition.

STUDENT EXPENSES

A student's expenses depend upon a number of factors, all of which should be considered carefully before planning a budget. Because student living arrangements and personal spending habits vary widely, there is no single figure that can be used to represent the cost of attending. The following estimated costs to a student for one instructional year are offered as a guide in budget planning.

Tuition and Fees – These costs vary with the student's enrollment status (full or part-time) and state of residency (in state or out-of-state). See the section in the catalog called "Fees" for a detailed listing of these charges.

Books and Supplies – This usually ranges between $170 and $200 for a full-time student, but can vary with a student's course load.
Housing — Charges for rent, utilities and other household expenses can vary with the location and size of an apartment and the number of roommates sharing the total costs. For most students, housing usually averages from $1,800 to $2,400 per instructional year.

Food — As with other items, the cost of food for an academic year varies among students. An allowance of between $1,000 and $1,200 seems to be sufficient for most students. The college does not provide food service.

Transportation — An allowance between $400 and $500 is sufficient to meet most students' needs, but costs depend on how close a student lives to campus and whether or not the student owns a car. For budgeting purposes, the student should also include fares between home and the campus between semesters, during holidays or other times when a student may wish to travel.

Personal Expenses — A student should budget for clothing, laundry and cleaning, medical and dental expenses, recreation, personal supplies and other miscellaneous expenses. An allowance of $400 to $500 for the instructional year should be sufficient for most students.
Refunds

TUITION AND FEES

Students who withdraw from courses or cancel enrollment must process a drop/add form at the registration 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 the semester or term, or in the event courses registered for are cancelled by the college.

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

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

4. Withdrawal on or after the 15th calendar day of the term or semester – no refund.
5. Claim for a refund must be made by submitting a drop/add form to the business office at the time of withdrawal. The certified date of withdrawal, as indicated on the official withdrawal slip, will determine the student’s eligibility for a refund. Applications for refund may be refused unless they are made during the semester or term in which they apply.

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

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

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

9. The semester schedule of published course offerings will contain detailed refund information for courses which do not follow the regular semester schedule, such as: classes which start late or end early, classes held on weekends, independent study classes, etc.

10. A student who has extenuating circumstances may apply for a refund by filling out a Student Petition and submitting it to the college campus president.

CANCELLATION OF CLASSES

In the event that the operations of Kodiak Community College are adversely affected by war, riot, act of God, action of Civil Authority, strike, or other emergency or condition, the college reserves the right to take action to curtail part or all of its operations, including action to cancel classes and action to discontinue services. In any case in which a significant curtailment is judged proper by the college, the college’s liability shall be limited to (at most) a refund of tuition and fees paid.
Kodiak Community College recognizes that some students and their families are not able to finance a college education entirely from their income and assets. The college provides counseling and financial aid to students in need of assistance.

Three types of financial aid are available at Kodiak Community College:

1. Grants
2. Scholarships
3. Loans

**GRANTS AND SCHOLARSHIPS**

Grants and scholarships are awarded primarily on the basis of financial need and do not require repayment.

*Basic Educational Opportunity Grants* are administered through the U.S. Office of Education and range from $50 - $900 per year. Application is made directly to the BEOG Program Office, using applications available in the counselor’s office and high schools. These grants are available only to students attending half-time or more.

*Supplemental Educational Opportunity Grants* are designed to provide assistance to students with acute need. These grants are available only to students attending half-time or more.

*Veterans Administration Benefits* are available to certain individuals who have served in the Armed Forces. These monthly benefits vary depending on the number of dependents of the veteran, as well as the number of classes taken. Veterans wishing to receive timely payments of benefits should contact their nearest Veterans Administration Office or their college counselor well before the date of registration for college.
Bureau of Indian Affairs. Eligible students may receive grants through the Bureau of Indian Affairs. Applications are available from BIA offices.

Fee Waivers. A very limited number of fee waivers are available to students with talent in specified areas such as art, science, industrial arts, etc. Financial need is not a criterion. Application should be made to the counselor prior to registration.

Scholarships. University scholarships are available to students with financial need and strong academic records.

LOANS

National Direct Student Loans are available to qualified students. Loan repayment begins nine months after a student completes his/her education, ceases to attend the institution, or finishes his/her military obligation, service with the Peace Corps, or service in Volunteers in Service to America (VISTA). For those who become teachers in special fields, some forgiveness classes apply. The interest rate is 3 percent per year and the repayment period can extend up to ten years. Loans totaling $2,500 may be made during the first two years. Loan ceilings are $10,000 aggregate for graduate students (including undergraduate NDSL loans) and $5,000 aggregate for other students.

Alaska Student Loan. Any full-time student who has been a resident of Alaska for the preceding two years and has a high school diploma or the equivalent is eligible to apply for an Alaska Student Loan. Undergraduate students may borrow up to $2,500 a year to pay for educational expenses at any accredited institution in the world. If a student completes his/her degree program and is employed in the state following graduation, he/she will be eligible for up to 40% cancellation of the loan. Applications are available in the counselor’s office.
COLLEGE WORK STUDY

A financial aid application and financial statement are required in order for a student to be considered for the College Work-Study Program. Under this program students may work part-time during the school term and up to 40 hours per week during vacation periods. The work opportunities are on campus.

APPLICATION PROCEDURES

Applications are available at Kodiak Community College and from local high schools. Students are urged to apply for aid at least one month prior to registration; late applicants will be considered for assistance if funds are still available. The Student Services Director is available to assist students with applications.

Any undergraduate student who will be enrolled at least half-time must complete an application for a Basic Educational Opportunity Grant before he/she will be considered for any type of financial aid.

Questions concerning application forms, specific programs or selection procedures should be directed to the counselor’s office.

FINANCIAL INDEPENDENCE FROM PARENTS

For the purposes of student financial aid, a student is considered to be independent from parents if he/she meets all of the following criteria.

For the calendar year prior to the academic year for which he/she is applying for aid, and for the calendar years for which he/she is applying, a student cannot have or plan to have:

1. been claimed by his/her parents as a dependent on their income tax return,
2. received financial support in excess of $600 annually from parents or
3. lived with his/her parents for any period exceeding two weeks.

Students are required to submit a University of Alaska Financial Aid Application and an Affidavit of Independence in order to be considered for financial aid as independent students.
PART-TIME STUDENTS

Students who are attending Kodiak Community College less than half-time (enrolled for fewer than six credits per semester) are not eligible for most financial aid.

Half-time students (six to eleven credits) are eligible to apply for certain types of financial aid: Basic Educational Opportunity Grants, Supplemental Education Opportunity Grants, National Direct Student Loans, BIA Benefits and VA Benefits.

LIBRARY

Library Hours – During the regular semester schedule, the library is open Monday through Thursday from 9:00 a.m. to 10 p.m. and Fridays from 9:00 a.m. to 4:30 p.m. The library is closed weekends.

The book collection is organized by the Library of Congress Classification System. Information on this system is available at the circulation desk. The main card catalog is divided into a subject catalog and an author/title catalog.

Loan Period – Books are checked out for three weeks and may be renewed for an additional three weeks.

Borrowing Policies – Free library check-out privileges are granted to students and faculty of Kodiak Community College, upper-division students enrolled through University of Alaska, Juneau and alumni of the University of Alaska. Check-out privileges are also granted to adults with valid Kodiak Public Library cards upon completion of a free registration card. High school students may borrow materials by inter-library loans cleared through the high school library.
STUDENT SERVICES

Counseling services are available for enrolled or potential students throughout the instructional year. The Student Services Office is open at night as well as during the day, allowing persons to drop in or make appointments regarding educational or career decisions. Besides counseling services, testing services and advisement assistance are also available at the counseling office.

Student Services attempts to provide a place and atmosphere where persons may be able to reflect or think about their lives as they are choosing their careers, dealing with educational decisions and seeking financial assistance.

Student Services Center offers:
1. Individual counseling.
2. Assisting faculty to understand and meet the specific needs of individual students.
3. Making referrals to other agencies with professional sources when necessary.
4. Assisting students in their search for career information.
5. Monitoring, scoring and explaining tests, providing information to students regarding occupational interests, school aptitudes, abilities and personal values.
6. Assisting students that have been referred by college staff and community agencies.
7. Answering questions related to degree requirements, transfer information and high school completion.
Veterans

The Kodiak Community College is an approved institution for the education and training of veterans and is responsible for compliance with Veterans Administration regulations. Veterans wanting to collect benefits under the G. I. Bill should contact the Veterans Administration Office or the college in their area for an application for Program of Education or Training. Veterans should apply for educational benefits well before the registration period to insure timely receipt of benefits.
STANDARD OF PROGRESS

When a veteran signs the application for V. A. benefits, he/she promises to maintain satisfactory progress toward a given educational goal. The college is required to report to the Veterans Administration when a veteran fails to maintain satisfactory progress toward his/her goal and/or fails to adhere to the standards of the institution with regard to continued certification for V. A. benefits. A veteran must maintain a grade point average that will meet graduation requirements which is 2.0 or greater for Kodiak Community College. Any veteran not maintaining a semester grade point average or accumulated grade point average of 2.0 will be reported to the Veterans Administration and this may result in suspension of Veterans Administration benefits.

To insure that the college maintains adequate records to show continued pursuit by each veteran, the college records will include the following:

1. A final grade in each course for each term.
2. A record of withdrawal from and/or non-pursuit of a course when such would result in a change of certification including effective date.
3. A record of re-enrollment in any course which shows a withdrawal. No credit is granted for a withdrawal (W grade).
4. Accumulated record of the results of each enrollment period showing each course taken and the final result including a record of previous education and training with the appropriate credit granted.
5. Since the college is liable for all overpayments of veterans resulting from poor attendance and unsatisfactory progress not promptly reported, the instructional staff of enrolled veterans will comply with the following:

   The first of each month, all veterans will be responsible for having all individual teachers sign a reporting form to insure the college that they, in fact, are attending classes and completing courses in a satisfactory manner. The Veterans Administration will be notified of any situation when the college does not have knowledge of the veteran's attendance and progress.
DROP/ADD/WITHDRAWAL

The college is responsible for promptly reporting any increase or decrease in the number of certified credit hours for which a veteran is enrolled. Student veterans who drop a course with part completion will be held responsible to the Veterans Administration for the reduction. This action could create an overpayment which would be recovered from the veterans.

For the procedure in dropping or adding a class or withdrawing from the college, see the appropriate section under "Registration."
Academic Regulations

Each student will be held responsible for the regulations of the college and the University of Alaska as they apply to him/her.

*Academic Petition:* Any deviation from academic requirements and regulations must be approved by academic petition. A petition form, which requires the signatures of cognizant college staff, may be obtained from the Registration Office.

*Access to Student Records:* Students are entitled to see their student records. To insure the privacy of student records, the college releases information to agencies off campus only upon written permission by students. Records are available for legitimate on-campus professional use on a need-to-know basis.

*Advanced Placement Credit Through College Entrance Examination Board:* The University of Alaska grants advanced credit, with waiver of fees, to satisfactory performance (a grade of 3.0 or higher) in the College Board Advanced Placement Test. These tests are normally completed by students during their senior year in high school.

A student desiring CEEB Advanced Placement credit must request that an official report of his/her scores on the examination be sent to the Office of Admissions and Records. Upon his/her enrollment, the student will be awarded appropriate credit. Students may receive credit for more than one Advanced Placement examination.

*Local Advanced Placement Credit:* Placement in an advanced course is available in some units through local placement tests given at the time of the student’s enrollment. Under some circumstances, advanced placement credit may be awarded with waiver of fees.

*Attendance:* Regular attendance is expected in all classes. Unexcused absences may result in a student receiving 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.
Change of Grade Policy: Grades, other than incompletes and deferreds, submitted by the instructor upon completion of a course, are assumed to be the student’s final grade, and they become part of the student’s permanent records. A grade may not be changed unless a legitimate error has been made on the part of the instructor in calculating the grade and such changes must be approved by the unit head and campus president. Corrections of grading errors must be made within 45 days after the original grade has been submitted to the registration office.

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

Full-Time/Part-Time Status: A student who registers for 12 or more semester hours of credit will be classified as full-time. Non-credit courses may be included in the study load computation of full-time/part-time status.

Study Loads: Students normally may register for 18 semester hours of credit; for 19–20 semester hours with the approval of the campus president 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/she has the approval of the campus president.

For the purpose of computing study loads, non-credit courses are rated the same as credit courses.

Declaration of Degree Intent: Students who have completed 15 semester credit hours should declare intent to begin a degree program and be admitted to degree status.

Numbering System of Courses: Courses numbered below 100 usually do not carry academic transfer credit. Courses numbered 100 through 199 are usually freshman courses. Courses numbered 200 through 299 are usually sophomore courses.
Transfer of Credit: The University will accept transfer of 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 college 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. A student must formally apply for admissions before transfer credit can be evaluated.
CREDIT BY EXAMINATION

Students who wish to use CLEP credit or University Credit-by-Examination, should consult with the counselor. General requirements and regulations are stated below. CLEP is a program that allows a student college credit for his/her life experience.

*College Level Examination Program (CLEP):*

1. Credit will be awarded to currently enrolled students or those students who have previously taken courses at the University of Alaska which resulted in the establishment of an official file.

2. Examinations may be repeated after an interval of one year.

3. Credit for CLEP General Examinations shall be awarded according to the following schedule:
   - English ........................................ No credit for any score
   - Math .......................................... 3 credits for 500 score
   - Natural Sciences ............................ 6 credits for 500 score
   - Humanities ................................. 6 credits for 500 score
   - Social Science - History ............... 6 credits for 500 score
   - Maximum possible .......................... 21 credits

4. 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 completion of that examination.

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

6. Minimum passing scores on CLEP Subject Examination shall be those minimums recommended by current “CLEP scores Interpretation and Use” manual, which are based on national norms. Depending on subject, these norms vary from 45 - 51. In the case of essay usage, the appropriate department shall determine a passing grade based on the CLEP score plus the essay.
Local Credit-by-Examination:

1. Certain courses, based on the nature of the courses, may be taken by examination. Interested students should inquire at the counseling office.

2. Only currently enrolled students will be awarded credit.

3. A student may not receive credit-by-examination for a course which is a prerequisite to a course in which the student is currently enrolled or which he/she has already completed.

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

5. A person who has audited a class may not request credit via department examinations for the class until the subsequent academic year. An audit does not restrict the taking of a CLEP Subject Examination.

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

7. Examinations may not be repeated earlier than one year.

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 a student’s status in the course. The student will be given credit toward graduation if he/she performs at the 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/her major and the course becomes a requirement, the course will be accepted by his/her 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 registration office of his/her desire to change status.
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 of 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 or evaluation of credit become the property of the University and are not reissued or copied for distribution.
Grading Policy

SYSTEM OF GRADING

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

A—An honor grade; indicates originality and independent work, a thorough mastery of the subject and the satisfactory completion of more work than is regularly required.

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

C—Indicates a satisfactory or average level of performance.

D—The lowest passing grade; indicates work of below average quality and performance.

F—Indicates failure.

P—Pass; indicates passing work and carries no grade points.

S—Satisfactory; indicates satisfactory completion; special courses, specific career oriented courses, workshops and seminars.

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 grade "C" or better.

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 requiring special projects 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 refund period has expired. This is at the end of the second week of instruction for full-semester courses. Please refer to semester schedules for detailed description of refund period pertaining to specific classes.

CR—Indicates credit given under the credit, no-credit option and carries no grade point.

Any grade generated from retaking a course will not count towards honors.

All grades (original and any retakes) 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).

GRADE-POINT COMPUTATION

The grade-point average (GPA) is computed by dividing the total cumulative grade points by the total credits attempted. Letter grades are weighted as follows in compiling a grade-point average: A = 4; B = 3; C = 2; D = 1; F = 0. The number of credits is multiplied by the letter value of the grade to give the grade points for each course. The sum of the grade points is then divided by the total credits attempted to arrive at the grade-point average.

Courses graded “P” (Pass), “S” (Satisfactory), “U” (Unsatisfactory), “CR” (Credit Given) and grades earned by Credit-by-Examination carry no grade points and are not included in computing the grade-point average.

All grades (original and any repeated courses) will be shown on the transcript, but only the last grade achieved for a course will be computed in the grade-point average for graduation certification. Grades earned from repeating courses will not count toward honors.
Diploma Requirements

ADULT BASIC EDUCATION

Adult basic education classes are available at no charge each semester for students who feel they need a review, remediation or basic instruction in English, reading, mathematics, science or social studies. These classes can be taken to help prepare for the GED tests or used toward the Community College High School Diploma Program.

HIGH SCHOOL EQUIVALENCY DIPLOMA

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 their community college.
Degree Requirements

To receive a degree from the University of Alaska, a student must satisfy three sets of requirements: (I) General University Requirements, (II) Degree Requirements, and (III) Certificates.

GENERAL UNIVERSITY REQUIREMENTS

The minimum number of University of Alaska credits which must be earned, including those accepted by transfer, are 60 semester hours for an associate degree.

At least 15 semester hours of the final 30 semester hours for an associate degree must be earned at the University of Alaska. Credit by exam does not qualify for residence credit.

A grade average of 2.00 (C) must be attained in all work as well as in the major and minor fields.

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

GENERAL ASSOCIATE DEGREE REQUIREMENTS

The associate degree is awarded upon the successful completion of a prescribed two-year program. The degree has its own integrity, and for many people, it will be their most advanced formal educational experience. For others, it will be the first undergraduate degree and a stepping stone to a baccalaureate program. The college offers two associate degrees, the Associate of Arts and the Associate of Applied Sciences, each with a different purpose, requirements and content.
CERTIFICATES

Certificate programs are designed to give intensive training in specific career occupational areas. Skills gained are job entry level in nature and course work completed will apply to degree programs. There are no general college requirements, but each certificate program has individual course requirements for completions. Refer to each program for these requirements.

ASSOCIATE OF ARTS REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communication (Eng 111, Eng 211)</td>
<td></td>
</tr>
<tr>
<td>Oral Communication (Speech 111)</td>
<td></td>
</tr>
<tr>
<td>Six credits from each of three of these areas: (Note: refer to course classifications)</td>
<td></td>
</tr>
<tr>
<td>Humanities, Social Science, Natural Science, Mathematics, other</td>
<td>18</td>
</tr>
<tr>
<td>(no course used to meet the above requirements may be used to meet the requirements of the major)</td>
<td></td>
</tr>
<tr>
<td>Major Specialty</td>
<td>20–30</td>
</tr>
<tr>
<td>Free Electives to total</td>
<td>60</td>
</tr>
</tbody>
</table>

ASSOCIATE OF APPLIED SCIENCE REQUIREMENTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communication (Eng 111, Eng 211)</td>
<td></td>
</tr>
<tr>
<td>Oral Communication (Speech 111)</td>
<td></td>
</tr>
<tr>
<td>Six credits from any one of the following areas: (Note: refer to course classifications)</td>
<td></td>
</tr>
<tr>
<td>Humanities, Social Science, Natural Science, Mathematics, other</td>
<td>6</td>
</tr>
<tr>
<td>Major Specialty</td>
<td>30</td>
</tr>
<tr>
<td>Free Electives to total</td>
<td>60</td>
</tr>
</tbody>
</table>
## COURSE CLASSIFICATION

<table>
<thead>
<tr>
<th>Natural Sciences</th>
<th>Social Sciences</th>
<th>Humanities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Anthropology</td>
<td>Anthropology</td>
<td>Art</td>
</tr>
<tr>
<td>Biological Sciences</td>
<td>Behavioral Sciences</td>
<td>English</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Economics</td>
<td>Foreign Languages</td>
</tr>
<tr>
<td>Fisheries</td>
<td>Education</td>
<td>&amp; Literature</td>
</tr>
<tr>
<td>Geography</td>
<td>Geography</td>
<td>Home Economics</td>
</tr>
<tr>
<td>Geology</td>
<td>History</td>
<td>Journalism</td>
</tr>
<tr>
<td>Physical Sciences</td>
<td>Home Economics</td>
<td>Linguistics</td>
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<tr>
<td></td>
<td>Physical Science</td>
<td>Music</td>
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<td></td>
<td>Psychology</td>
<td>Philosophy</td>
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<tr>
<td></td>
<td>Sociology</td>
<td>Speech &amp; Drama</td>
</tr>
<tr>
<td>Police Administration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Political Science</td>
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</tr>
</tbody>
</table>

### Mathematics

- All math courses

### Other

- i.e., Secretarial Science
- Accounting, Engineering, Physical Education, Home Economics
- Business Administration.
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 filled with the registration office during the semester the student plans to graduate and not later than the application filing dates which appear in the college instructional calendar.

Applications for graduation filed after the deadline will be processed for graduation the following semester.

Diplomas and Commencement: The University of Alaska issues diplomas to degree candidates in May at the end of the spring semester. All students who complete degree requirements during the instructional year are invited to participate in the annual commencement ceremony which follows the spring semester.

Graduation with Honors: Undergraduate students who obtain a cumulative grade-point average of 3.5 will be graduated with honors, provided they meet the honors as well as the general residence requirements.

In order to graduate with honors, a student must be in attendance at the University of Alaska for at least two semesters as a full-time student for the associate degree. All college work attempted, including transfer credits, is considered in the determination of a student's eligibility for graduation with honors.
Associated Degree and Certificated Program

The Associate of Arts Degree (A.A.) is both an intermediate degree and a terminal degree. It is designed for the students who intend to continue their education in pursuit of a bachelor’s degree. However, for some students, it will complete their formal education because of the broad subject content of the degree. Associate of Arts degrees can be earned in programs with emphasis in Humanities, Social Science and Secretarial Science.

The Associate of Applied Science Degree (A.A.S.) is awarded in a specific career education or occupational field of study with emphasis on entry into a job market. This degree, usually seen as a terminal degree, is not necessarily a terminal degree as the training can be a forerunner for additional educational pursuits. The Associate of Applied Science Degree is offered in Diesel Technology and Secretarial Science.

The certificate of completion is designed to give intensive training to a specific career or occupational area. The certificate programs are designed whereby the skills learned will enable a student to enter the job market or an occupation upon completion. The course work completed will apply to a degree program. Certificate programs at Kodiak Community College are available in Office Occupations, Cannery Maintenance, Boiler Operator’s Certificate and Home Economics.
Associate of Arts:

HUMANITIES

Associate in Arts
Degree Requirements: 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.............................. 18
  Humanities
  Social Science
  Natural Science
  Mathematics
  Other

Major Specialty (required courses): 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
Electives – 12 or more credits in any of the following areas:
  Art
  English
  Journalism
  Music
  Philosophy
  Speech
  Drama

TOTAL 60
Natural Sciences  
Associate in Arts

Degree Requirements: .................................................. 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: ........................................18
  Humanities  
  Social Science  
  Natural Science  
  Mathematics  
  Other
Major Specialty:  
Complete at least 20 credits in any combination of biology, 
chemistry, geology and physics ................................. .20
Electives ................................................................. 13
TOTAL 60
JUSTICE DEGREE

Kodiak Community College (KCC) is offering an Associate of Arts degree for people who wish to major in the area of Justice (Police, Legal, Corrections). Initially, the faculty of the University of Alaska Criminal Justice Center at Anchorage will teach the required justice courses for this degree program.

Students who successfully complete the Justice Associate degree at KCC will have satisfied the freshman and sophomore level course requirements for a 4-year Justice Bachelor of Arts degree at the University of Alaska.

The following is a general summary of the requirements for the Justice Associate of Arts degree:

General Education Requirements

<table>
<thead>
<tr>
<th>Written Communication</th>
<th>credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 111</td>
<td>3</td>
</tr>
<tr>
<td>English 211, 212, or 213</td>
<td>3</td>
</tr>
<tr>
<td>Speech</td>
<td>3</td>
</tr>
<tr>
<td>General Social Science, Natural Science, Math and Humanities courses</td>
<td>18</td>
</tr>
</tbody>
</table>
Justice Required Courses
Justice 110 - Introduction to Justice ............................. 3
Justice 251 - Criminology ........................................... 3
Justice 250 - Development of Law ................................... 3
Justice 221 - Justice Organization & Management ................. 3

Justice Emphasis Area Courses (Electives)
Police Courses
Legal Studies Courses
Corrections Courses
Combination of Justice Courses 9 to 12

Free Elective Courses to Total ......................................... 60

Anyone who is interested in obtaining basic higher education related to the justice field is invited to contact KCC at 486-4161 for additional information concerning our Justice program.

Building Trades

A course cluster is offered to enable local residents to design and build their own structures to meet the unique soil, physical and climatic conditions found on Kodiak Island.
OFFICE OCCUPATIONS

Associate in Applied Science
General Office

Degree Requirements

| Written Communications (Eng 67, 104, or 106 or OO 231) | 6 |
| Oral Communications | 3 |
| Select 6 credits in any one of the following: | 6 |
| Humanities |
| Natural Science |
| Social Science |
| Mathematics |
| Major Specialty (Required) |
| OO 51 Bookkeeping I | 3 |
| OO 52 Bookkeeping II | 3 |
| OO 55 Business Math | 3 |
| OO 103 Elementary Typewriting | 3 |
| OO 105 Intermediate Typewriting | 3 |
| Eng 106 Intensive Developmental Writing | 3 |
| OO 203A Office Machines – Calculating | 1 |
| OO 203B Office Machines – Duplicating | 1 |
| OO 203 C Office Machines – Secretarial | 1 |
| OO 207 Machine Transcription | 3 |
| OO 210 Office Procedures | 2 |
| OO 211 Filing and Records Management | 2 |
| OO 111 Minute Taking | 1 |
| OO 299 Practicum | 3 |
| BA 151 Introduction to Business | 3 |
| ELECTIVES | 7 |
| TOTAL | 60 |
SOCIAL SCIENCES

Associate In Arts

Degree Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communication</td>
<td>6</td>
</tr>
<tr>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>Select 3 areas from the 5 below and complete</td>
<td>18</td>
</tr>
<tr>
<td>6 credits in each of the 3 areas</td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td></td>
</tr>
<tr>
<td>Social Science</td>
<td></td>
</tr>
<tr>
<td>Natural Science</td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Major Specialty:</td>
<td></td>
</tr>
<tr>
<td>20 or more credits taken from the following areas:</td>
<td>20</td>
</tr>
<tr>
<td>Anthropology</td>
<td></td>
</tr>
<tr>
<td>Economics</td>
<td></td>
</tr>
<tr>
<td>Geography</td>
<td></td>
</tr>
<tr>
<td>History</td>
<td></td>
</tr>
<tr>
<td>Political Science</td>
<td></td>
</tr>
<tr>
<td>Psychology</td>
<td></td>
</tr>
<tr>
<td>Sociology</td>
<td></td>
</tr>
<tr>
<td>(Students are urged to limit their major specialty to one area or two related areas.)</td>
<td></td>
</tr>
</tbody>
</table>

ELECTIVES TO TOTAL ............................................ 60
SAMPLE PROGRAM FOR ASSOCIATE IN APPLIED SCIENCE DEGREE

1st Semester
Written Communication ........................................... 3
Humanities, Natural Science, Math or Social Science .... 3
Speech ........................................................................ 3
Major Specialty ......................................................... 3
Major Specialty ......................................................... 3
TOTAL ........................................................................ 15

2nd Semester
Written Communication ........................................... 3
Humanities, Natural Science, Math or Social Science .... 3
Major Specialty ......................................................... 3
Major Specialty ......................................................... 3
Major or Elective ....................................................... 3
TOTAL ........................................................................ 15

3rd Semester
Elective ........................................................................ 3
Major Specialty ......................................................... 3
Major Specialty ......................................................... 3
Major Specialty ......................................................... 3
Elective ........................................................................ 3
TOTAL ........................................................................ 15

4th Semester
Major Specialty ......................................................... 3
Major Specialty ......................................................... 3
Major Specialty ......................................................... 3
Elective ........................................................................ 3
Elective ........................................................................ 3
TOTAL ........................................................................ 15

TOTAL REQUIRED ...................................................... 60
(Note: Some A.A.S. Degree Programs require more than 60 credits.)
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 – Introduction 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:**

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

At least 6 credits in any of the following areas:
- Humanities
- Social Science
- Natural Science
- Mathematics

**Major Specialty (Required):**

- Acct. 101 and 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 — Introduction to Data Processing .......... 3

**Electives** .......................................... 15

**TOTAL** 60
### BIOLOGY

**Associate in Arts**

<table>
<thead>
<tr>
<th>Degree Requirements</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communication (Eng 111 and 112 recommended)</td>
<td>6</td>
</tr>
<tr>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>Chem 105-106</td>
<td>8</td>
</tr>
<tr>
<td>Math 106</td>
<td>6</td>
</tr>
</tbody>
</table>

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**

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

Select 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 – Introduction to Data Processing ............... 3
   Electives .......................................... 18
   TOTAL 60

Associate in Applied Science

Degree Requirements

   See general degree requirements for Applied Science ...... 12

Major Specialty (Required):
   Acct. 101 and 102 or Acct. 051 and 052 – Elem. Accounting . 6
   BA 241 – Business Law I .................................. 3
   Econ 121 – Economics ................................ 3
   BA 151 – Introduction to Business ....................... 3

Concentration in General Business (15 credits):
   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 ....................... 3
   Electives .......................................... 18
   TOTAL 60
SOCIAL SCIENCE

The program emphasis in social sciences provides basic courses in the social science disciplines for those students who will transfer to a four-year degree-granting institution, contributes to the student's liberal education and provides students with an introduction to a general preparation for the helping professions.

The following are the requirements for the Associate of Arts Degree with program emphasis in Social Sciences.

1. Complete the general requirements for the Associate of Arts Degree listed under "Degree Requirements" in this catalog ................................ 27 credits

2. Complete a minimum of 20 semester credits in the following social science discipline: .............................. 20 credits
   - Anthropology
   - Economics
   - History
   - Sociology
   - Political Science
   - Police Administration
   - Psychology

3 Electives ............................................................. 0–13 credits

TOTAL 60 credits
### CLERK-TYPIST CERTIFICATE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SS 103</td>
<td>Beginning Typewriting OR</td>
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<tr>
<td>SS 105</td>
<td>Intermediate Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>SS 210</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>SS 131</td>
<td>Comprehensive Business English</td>
<td>3</td>
</tr>
<tr>
<td>SS 155</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>SS 052</td>
<td>Beginning Bookkeeping I OR</td>
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<tr>
<td></td>
<td>Acc. 101 Elementary Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>SS 105</td>
<td>Intermediate Typewriting OR</td>
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<td>SS 106</td>
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<tr>
<td>SS 199</td>
<td>Office Practicum</td>
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<td>SS 231</td>
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<tr>
<td>SS 207</td>
<td>Machine Transcription</td>
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<td><strong>TOTAL</strong></td>
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### STENOGRAPHER CERTIFICATE

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<th>Course Code</th>
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<tbody>
<tr>
<td>SS103</td>
<td>Beginning Typewriting OR</td>
<td></td>
</tr>
<tr>
<td>SS 105</td>
<td>Intermediate Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>SS 101</td>
<td>Beginning Shorthand</td>
<td>4</td>
</tr>
<tr>
<td>SS 052</td>
<td>Beginning Bookkeeping I OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Acc. 101 Elementary Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>SS 210</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>SS 131</td>
<td>Comprehensive Business English</td>
<td>3</td>
</tr>
<tr>
<td>SS 105</td>
<td>Intermediate Typewriting OR</td>
<td></td>
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<tr>
<td>SS 106</td>
<td>Advanced Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>SS 102</td>
<td>Intermediate Shorthand</td>
<td>4</td>
</tr>
<tr>
<td>SS 155</td>
<td>Business Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>SS 199</td>
<td>Office Practicum</td>
<td>6</td>
</tr>
<tr>
<td>SS 213</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>35</strong></td>
</tr>
</tbody>
</table>
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. 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
ELEM. 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
ELEM. ACCOUNTING II
A continuation of introductory accounting concepts and procedures with the introduction of manufacturing operations. Emphasis is placed on the accounting cycle and the recording, summarizing and interpretation of accounting data.

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's 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
INTRO. TO COST ACCOUNTING

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 cor-
rection. 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 stockholder's 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 Hist. 200)
The methodology of ethnology 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 211 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—262 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 202 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 the 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 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 dyeing yarns. The emphasis will be on individual creativity and experimentation within these areas.

Art 217 3 credits
Art 218 3 credits
PORTRAIT 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 the 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, techniques; 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 speak, 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—261 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. Prerequisite: Avt 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. Prerequisites: B.S. 103 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. 203          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 non-science 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
VERTEBRATE PHYSIOLOGY AND ANATOMY
Survey of the three 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 of 111 — the study of 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: Biol 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: Biol. 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: Biol. 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: Biol. 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.S. 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.S. 241 3 credits
BUSINESS LAW I
Survey of the legal aspects of business problems; basic principles, institutions, and administration of law in contracts, agency, employment, negotiable instruments and personal sales.

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

B.A. 105 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 on personnel who have the broad perspective so necessary for career advancement.

CHEMISTRY

Chem. 103 4 credits
Chem. 104 4 credits
CONTEMPORARY CHEMISTRY
Descriptive course in chemical science.

Chem. 105 4 credits
GENERAL CHEMISTRY
An introduction to Chemistry for science majors including atomic and molecular structure and reactivity, equations, state of matter, chemical calculations, solutions, kinetics and equilibrium. Lab is used to develop skills in using glassware and handling chemicals. Prerequisites: Chemistry from High School or permission of instructor.

Chem. 196 4 credits
GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS
Follows Chem 105 and includes Nuclear Chemistry, Thermochemistry, 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 112.

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 210 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 aide. 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 prerequisites.

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.

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. 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 in-
terpretation 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 correlated 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 COMPOSITION
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, Scan-
dinavia 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 French 102: French 101

HOME ECONOMICS
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 cheese; 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.

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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>H. E. 114</td>
<td>3</td>
<td>INTERMEDIATE CLOTHING CONSTRUCTION</td>
<td>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.</td>
</tr>
<tr>
<td>H. E. 119</td>
<td>3</td>
<td>CONSUMER FINANCES</td>
<td>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.</td>
</tr>
<tr>
<td>H. E. 211</td>
<td>3</td>
<td>TEXTILES</td>
<td>Identification, structure, selection, use and care of fabrics.</td>
</tr>
<tr>
<td>H. E. 215</td>
<td>2</td>
<td>WEAVING (Same as Art 215)</td>
<td>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 pinning and dyeing yarns. The emphasis will be on individual creativity and experimentation within these techniques.</td>
</tr>
<tr>
<td>H. E. 231</td>
<td>3</td>
<td>INTERIOR DESIGN</td>
<td>Principles of design and color as related to planning and decorating a home.</td>
</tr>
<tr>
<td>H. E. 232</td>
<td>3</td>
<td>COLOR AND DESIGN-RELATED ART</td>
<td>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.</td>
</tr>
<tr>
<td>H. E. 236</td>
<td>3</td>
<td>MARRIAGE AND FAMILY LIFE</td>
<td>Preparation for marriage and family life; personality development, dating, courtship, engagement, morality, reproduction, conflicts, money matters, crises, divorce, relation, parenthood, and other topics.</td>
</tr>
<tr>
<td>H. E. 241</td>
<td>3</td>
<td>HOME MANAGEMENT: THEORY AND PRACTICUM</td>
<td>Work simplification, time, energy, and money management, and their application in the home.</td>
</tr>
<tr>
<td>H. E. 245</td>
<td>3</td>
<td>CHILD DEVELOPMENT</td>
<td>Theory and laboratory of human mental, emotional, social, and physical development. Prerequisite: Psychology 101, 45 semester hours, and permission of the instructor.</td>
</tr>
<tr>
<td>Hist. 101</td>
<td>3</td>
<td>WESTERN CIVILIZATION</td>
<td>The origins and major political, economic, social and intellectual developments of western civilization to 1650.</td>
</tr>
</tbody>
</table>
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
LS 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 3 credits
Math 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 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. Prerequisites: 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 algebraic functions, curve sketching, basic integration of power functions, the definite integral and applications of differentiation and integration. Prerequisite: Either Math 106 or Math 107, and Math 108. Math 109 is strongly recommended.

Math 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 Mus. 123. Prerequisite: Mus. 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 Mus. 151.

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

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

00 051  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.

00 052  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: 00 051.

00 055  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.

00 103 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, simple business letters. Part C develops speed and accuracy; includes typing business letters, outlines, manuscripts, composing, and review of basic and problem skills.

00 105  3 credits
INTERMEDIATE TYPEWRITING (3+3)
Course further develops speed and accuracy and applies typing skills to special letter problems, tabulations, manuscripts, duplicating, and other office problems. Prerequisite: 00 103 C.

00 106  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: 00 105.

00 111  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.

00 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.
OO203B 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.

OO203C 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.

OO207 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.

OO210 2 credits
OFFICE PROCEDURES
Course includes personal development; the financial and legal aspects of office work; efficient procedures for processing mail; record processing; use of reference tools; making travel arrangements; arranging meetings and conferences; taking minutes; and using transmission services. Prerequisite: OO 103.

OO231 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 various kinds of communications that commonly pass between a business office and its 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 physics. Prerequisite: High school algebra and geometry, 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. An 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.

PA 255 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 corrections.

POLITICAL SCIENCE  
P. S. 101 3 credits  
INTRODUCTION TO AMERICAN GOVERNMENT  
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 a 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 3 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
INTERMEDIATE 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 and 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: S. S. 105 or equivalent and speed of 40 words per 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 on magnetic cards and play back automatically at rapid speeds. Prerequisites: S. S. 105 or equivalent and speed of 45 wpm.

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. Prerequisites: Secretarial Studies 102 and S. S. 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. Prerequisites: S. S. 105, basic course in English
rammar and structure, S. S. 201 r equivalent, or by permission f the insctor.

S. 207 3 credits
MACHINE TRANSCRIPTION
Transcription training with emphasis on mailable copies, speed f transcription, meeting deadlines, nd working under pressure. Prerequisites: S. S. 105 or ability to type 5 words a minute.

S. 209 3 credits
BUSINESS RELATIONSHIP
Orienting the student to the human problems encountered and he personal adjustments needed o succeed in a business career.

S. 210 3 credits
OFFICE PROCEDURES
Business filing systems and records control, application of effective procedures for handling mail, telephone, meeting the public, office communications, library science and employment procedures.

S. 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: S. S. 131. Ability to type.

SOCIOLOGY

Soc. 101 3 credits
INTRODUCTION TO SOCIOLOGY
An introduction to the science of man as a social animal, emphasizing the social processes which give rise to and shape man's 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 Soc. 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 U. S. A. Social psychological approach to factors associated with the life cycle of the family, including mate selection, marital interaction and adjustments, parent-child relationships and the later years of married life. Prerequisites: None. Soc. 101 recommended.

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 TECHNIQUE**
Instruction in this course consists of work in three closely-re-
lated 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 201 1-3 credits
THEATRE PRACTICUM
Participation in Drama Workshop or Lab productions 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 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 of 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 to the present. Prerequisite: Theatre 110, sophomore standing or permission of instructor.

VOCATIONAL ARTS

VA 193 3 credits
FRAME CABIN CONSTRUCTION
A course designed for those planning to build on Kodiak Island. The curriculum starts out with lot and site selection, and moves through the entire procedure of constructing a warm, energy-efficient building. Each semester a class builds a structure in order to understand the basics of construction and gain insights into the makings of a superior building.

DEPARTMENT OF TRANSPORTATION COURSE 6 credits
EMERGENCY MEDICAL TECHNICIAN
84-Hour Department of Transportation course, accredited for State and National Certification.
This course teaches basic and advanced techniques in the initial assessment and care of the sick and injured; whether it be in the home, school, or on a lonely road. Subjects include cardiopulmonary resuscitation, management of fractures; treatment of burns, heart attacks; child birth; pediatric emergencies, diabetes and other life threatening problems.
Class size is limited. Classes will be taught in modules in order that you may make up missed subjects in later semesters.
**FULL-TIME INSTRUCTORS**

<table>
<thead>
<tr>
<th>Instructor's Name</th>
<th>Subject</th>
</tr>
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<tbody>
<tr>
<td>Frances Cater</td>
<td>English</td>
</tr>
<tr>
<td>Carolyn Floyd</td>
<td>Campus President</td>
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<tr>
<td>Carol Hagel</td>
<td>Adult Basic</td>
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<td>Ron Lenn</td>
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**PART-TIME INSTRUCTORS**

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<tr>
<td>Karen Anderson</td>
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<td>Diedra Bailey</td>
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<td>Ann Barker</td>
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<td>Bill Barker</td>
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<td>Dr. Ronald Brockman</td>
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<td>Keith Bryan</td>
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<td>Ernesto Casulucan</td>
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<td>Margaret Childs</td>
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<td>Mathematics</td>
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<tr>
<td>Doug Dawson</td>
<td>Social Studies</td>
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<tr>
<td>Stuart Denslow</td>
<td>Social Studies, Law, Business</td>
</tr>
<tr>
<td>Betty Egan</td>
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<tr>
<td>Don Fields</td>
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John Fish ...................................... Art
Fred Gaffney .................................. Science
Suzanne Gaffney .............................. Performing Arts
Gretchen (Imler) Hancock .................. Art
Gardner Howes ................................ Social Studies
Duncan Hunter ................................ Education
Tim Jackinsky ................................... Recreation
Christine Jamin ............................... Adult Basic Education
Matthew Jamin ................................. Justice
Dr. Robert Johnson ............................ Behavioral Science
Patty Jones ...................................... Business
Dan Konigsberg ............................... Recreation
Carmen Luther ................................. Foreign Languages
Janet Maksimoff ............................... Music
Jim Miller ...................................... Vocational Education
Meg Miller ....................................... Nutrition
Houng Na (Nguyen, Thanh Huong T.) .... Art
Ted Nelson ....................................... Navigation
Eunice Neseth ................................. Art
Cathy Norton ................................... Home Economics
Roger Page ...................................... Art
Dennis Parker ................................... Physical Education
Guy Powell ..................................... Scuba
Richard Sims .................................. Business
Don Skaw ....................................... Business
Frank VanHulle ................................ Art
Anne White ..................................... Art
Elana White .................................... Art
Karen White ..................................... Art
Dianne Widom ................................. Art
Donald Zellhuber .............................. English
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resident, University of Alaska .................. Foster Diebold
hancellor, Community College Division ........ Patrick O'Rourke

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