The background of the cover is a photograph of a coastal scene. On the left, a steep, rocky cliff is covered with dense evergreen trees. The ocean is a deep blue, with white foam from waves crashing against the shore in the foreground. In the distance, the coastline continues with more trees and rocks under a clear sky.

Kodiak Community College

1980 - 81

Kodiak

1980 - 81

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 6

Sources of Information

KODIAK COMMUNITY COLLEGE
Kodiak, Alaska

KODIAK COMMUNITY COLLEGE Kodiak, Alaska

Campus President Ms. Carolyn Floyd
Director of Academic Affairs Ms. Carol Hagel
Director of Student Services Mr. Paul Stubbe
Business Manager Mr. Harold Naughton
Director of Plants & Grounds Mr. James Landers
Registration Ms. Marilyn Trouwborst
Librarian Ms. Charlotte Hatfield
Personnel Ms. Patricia Jones
Veterans Affairs Mr. Paul Stubbe
Adult Basic Education
Coordinator Ms. Lynda Ritaccio-Maciak
Village Field Coordinatoor Mr. John Mahoney

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ACADEMIC CALENDAR 1980/81

FALL SEMESTER

Registration	September 3, 4, 5, 1980
Classes Begin	September 11, 1980
Late Registration Commences	September 22, 1980
Add/Drop Charges Commence	September 22, 1980
Last Day of Late Registration	October 6, 1980
Deadline for Fall Graduation	
Applications	October 17, 1980
Thanksgiving Vacation	November 27, 28, 1980
Last Day of Add/Drop	December 1, 1980
Last Day of Instruction/Examinations ..	December 17, 1980
Grades Due	5:00 p.m., January 6, 1980

SPRING SEMESTER

Registration	January 13, 14, 15, 1981
Classes Begin	January 19, 1981
Late Registration Commences	January 26, 1981
Add/Drop Charges Commence	January 26, 1981
Last Day of Late Registration	February 9, 1981
Deadline for Spring Graduation	
Applications	March 16, 1981
Last Day to Add/Drop Classes	April 2, 1981
Spring Break	April 3, 1981
Last Day of Instruction/Examinations	April 24, 1981
Commencement	May 4, 1981
Grades Due	5:00 p.m., May 8, 1981

SUMMER REGISTRATION

Announcement of registration dates and times of instruction will be made two weeks prior to registration for specific summer course offerings.

COLLEGE HISTORY AND GENERAL DESCRIPTION

Kodiak Community College is a cooperative educational enterprise under the University of Alaska in accordance with the Community College Act of the State of Alaska.

The college began operation in the fall of 1968 in the State Vocational Building at Kodiak High School. There were 95 students enrolled in 8 classes.

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

In the spring of 1980 there were a total of 112 classes offered including open-entry/open-exit labs in Adult Basic Education, Home Economics and Office Occupations with a total enrollment of 1006 students.

The Community College offers many programs. Its basic education program includes skills training and preparation for the high school equivalency tests.

It provides numerous academic credit courses which may lead to an Associate Degree and may be transferred to other colleges. Programs in several vocational areas, as well as recreational and personal enrichment classes, are offered.

The college sponsors the Fisheries Institute, which brings fisheries technology specialists to the fishermen in Kodiak. The Institute is generally held during the last week in March.

There is constant demand from local educators for courses to upgrade their teaching skills and credentials. The college continues to coordinate upper division and graduate courses through the University of Alaska. A number of local teachers have obtained their Masters Degrees through these classes.

Programs have been coordinated with the following local agencies and groups:

Kodiak Area Native Ass'n Adult Basic Education
Business Administration

Kodiak Police Dep't. and Court
System. Police Administration Courses

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

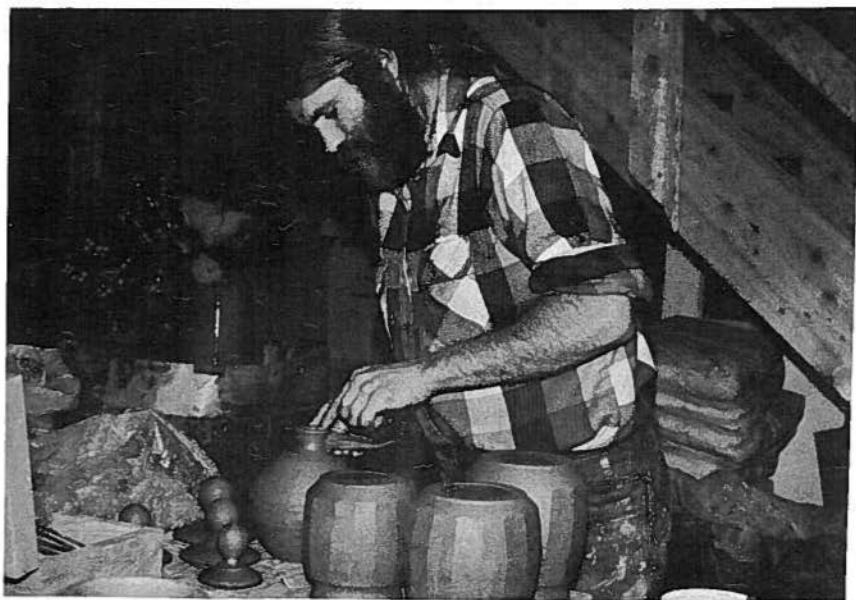
Kodiak Community College is approved as a testing center for the following tests:

Admission Test for Graduate Study in Business
Certified Professional Secretary Examination
General Educational Development Tests
Graduate Record Examination
Law School Admissions Test

Proctoring of special tests is provided at the request of individuals or community organizations.

Students may be referred into Community College programs by different agencies which pay the tuition costs for the students. These include the Office of Vocational Rehabilitation, Department of Welfare, Department of Labor, and law enforcement agencies through the Department of Justice LEEP program and the Bureau of Indian Affairs.

Because of active community participation in college programs and increased enrollment, Kodiak is included in the building program for the University of Alaska. The first building containing seven classrooms, library, and offices was completed in October of 1972. In 1974 a second building containing classrooms, marine diesel shop, vocational shop, ceramics lab and offices was completed. In 1976 a third building containing math, science and vocational labs was opened. In the fall of 1980, a fourth building added classrooms and library facilities to the Kodiak Community College complex.



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. It has 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 Alaskan 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 around — 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.



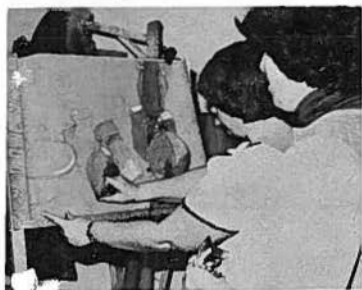
HISTORY OF THE UNIVERSITY

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.

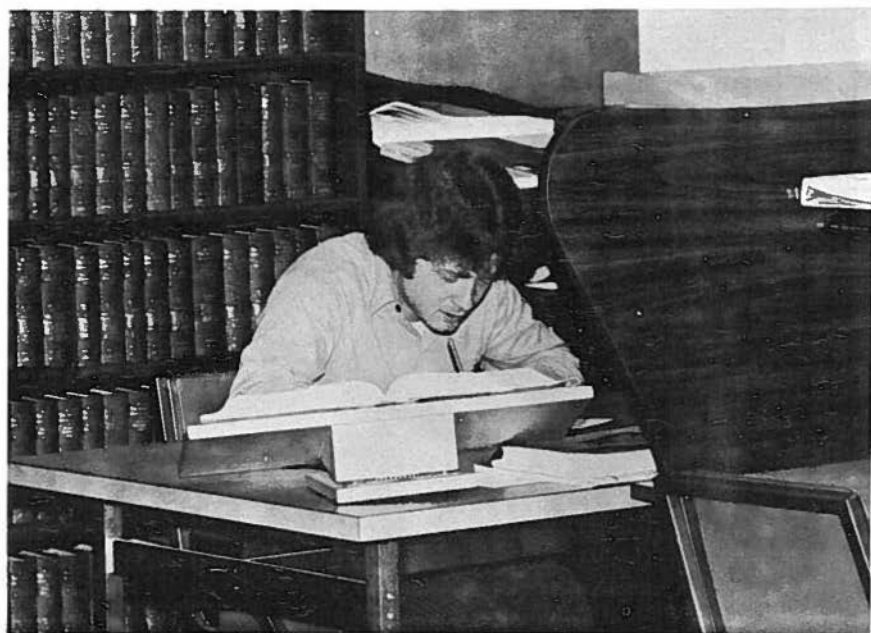
Dr. Ernest N. Patty, member of the first faculty of the Alaska Agricultural College and School of Mines and former dean of the college, was inaugurated as the third president of the University in 1953 and named President Emeritus upon his retirement in 1960; Dr. William R. Wood became the University's 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, Mr. Foster Diebold and Dr. Jay Barton, 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.



ACCREDITATION

The Kodiak Community College is accredited by 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, 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.

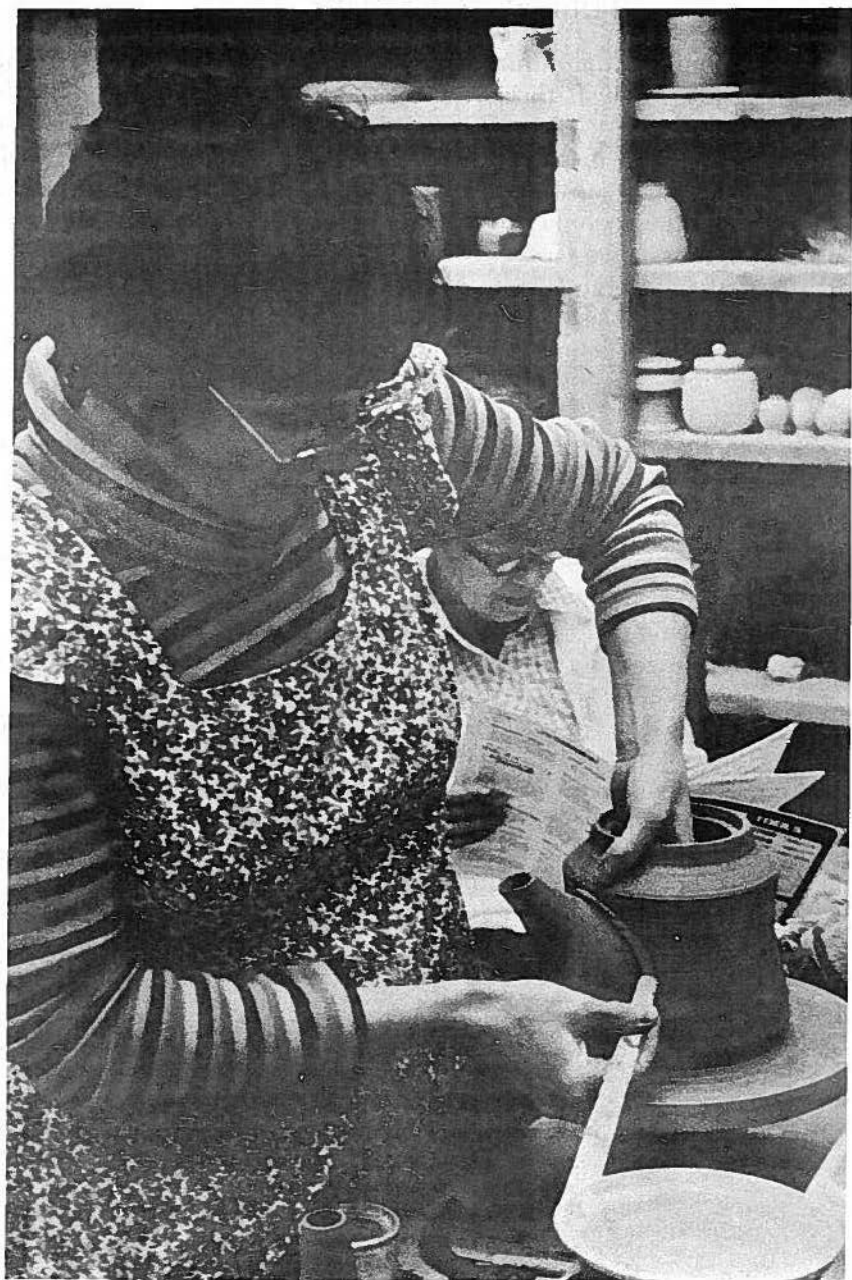


PURPOSES AND OBJECTIVES

The Kodiak Community College exists to provide educational opportunities to all of the people of the Kodiak area based upon the varying requirements of individuals and the needs of the community, including local business and the fishing industry. The college seeks to provide its students with a solid educational foundation which promotes both personal growth and an ability to successfully interact and communicate with other people; and to provide its students with specific skills and competencies so that they may fulfill individual career objectives.

By means of a program that provides a basis for continuing self education, the college endeavors:

1. To provide and encourage lifelong learning opportunities including life skills, academic enrichment, and leisure time activities.
2. To provide two year academic transfer and associate degree programs.
3. To provide vocational-technical and career programs.
4. To provide opportunity for development of basic skills such as reading, language arts, and mathematics.
5. To assist students who wish to earn a high school diploma to prepare for GED testing.
6. To provide public services such as workshops, conferences, and institutes to the community.
7. To serve as an educational testing center for the community.
8. To provide a variety of educational programs that supply information for living in Alaska.
9. To coordinate upper division and graduate courses.
10. To become the educational and cultural resource center of the Kodiak Community.



Admission

ADMISSION REQUIREMENTS

Students are eligible to enroll for credit classes at the Community Colleges and Extension Centers if they:

1. Have earned a high school diploma or equivalent (GED certificate); or
2. Are 18 years of age or older; or whose high school class has graduated; or
3. Are a high school student with written permission from their parent/guardian, high school principal/counselor, and the college.

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.

Course credit at the 100 and 200 levels from a University of Alaska Community College or Rural Education Center shall be accepted for full credit, up to a maximum of 72 semester hours, by the University's baccalaureate degree-granting institutions. Course credit transferred between Community Colleges within the University shall be accepted for full credit without limitation on the number of credit hours that may be transferred.

Course credit transferred from one of the University's baccalaureate degree-granting institutions to another, or credit at the 300, 400 and graduate levels from a Rural Education Center, shall be accepted at full credit.

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. 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 cost 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.

PROCEDURE FOR ADMISSION TO A DEGREE OR CERTIFICATE PROGRAM

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.

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 as 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. Audits must be declared at registration.

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/her 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. The deadline for withdrawing from classes is published in the course schedule each semester.



Fee Schedule

UNDERGRADUATE

Per Credit Hour (1-7 Credits).....	\$25
Consolidated Fee (8 or More Credits)	\$205

GRADUATE

Per Credit Hour (1-7 Credits).....	\$40
Consolidated Fee (8 or More Credits)	\$320

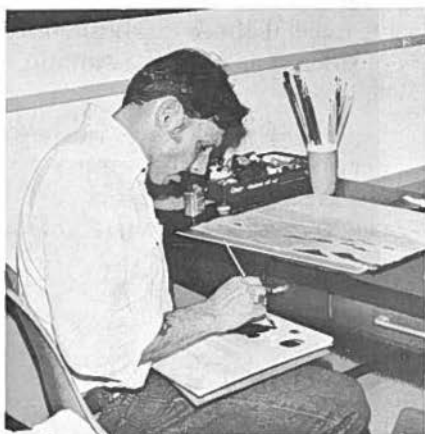
NON-RESIDENT

Per Credit Hour (1-6 Credits).....	\$25
Per Credit Hour (Each Credit Over 6 Credits) - Tuition varies per credit hour (consult course schedule)	

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.

NOTE: Full fees are payable at registration in all community Service (non-credit) courses. Fees of \$10.00 or less are non-refundable (unless the class is cancelled by the college). Community Service fees are non-transferable to other courses.

OTHER FEES

Admission Application Fee (remit with application)	\$10.00
Late Registration Fee:	
First working day	5.00
Each succeeding day	2.00
Drop/Add Fee (per course)	2.00
Credit-by-Examination Fee (each examination)	15.00
Deferred Payment Service Charge	2.00

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.

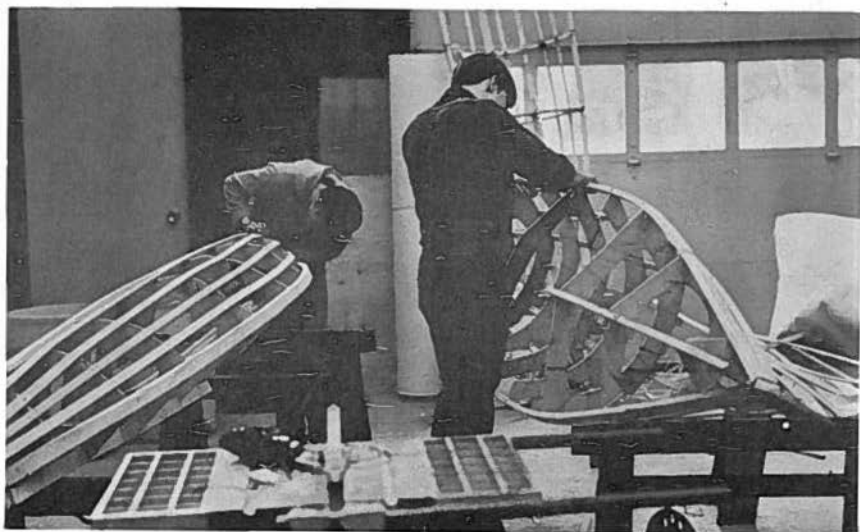
Books and Supplies — This usually ranges between \$170 and \$200 for a full-time student, but can vary with a student's course load.

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. Community Service course tuitions of \$10.00 or less shall not be subject to refund (unless course is cancelled by the college).
10. 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.
11. 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.

Student Financial Aid

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. Application is made directly to the BEOG Program Office, or by filling out the FAF, 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 \$3,000 may be made during the first two years.

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 \$3,000 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 \$750 annually from parents or
3. lived with his/her parents for any period exceeding six 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 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.

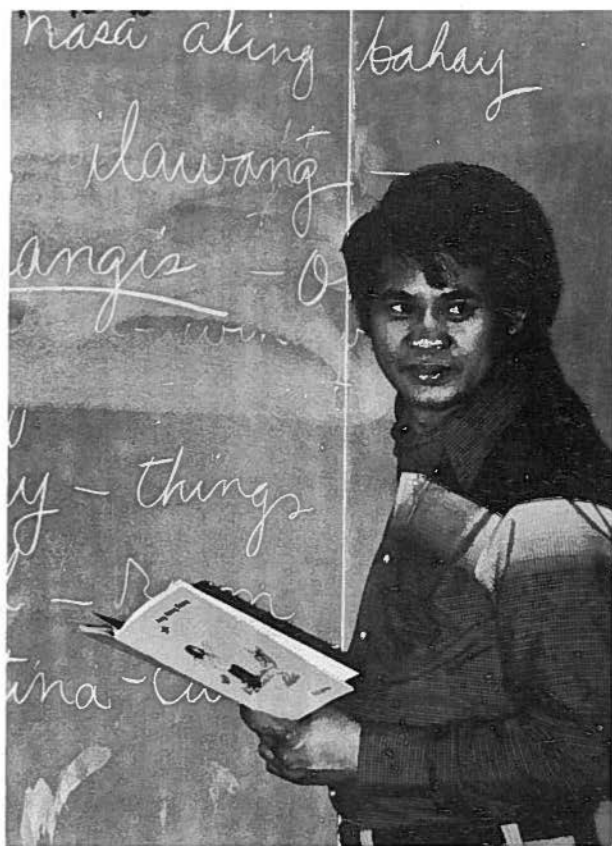
ACCESS TO STUDENT RECORDS

In accordance with Family Education Rights and Privacy Act of 1974, Public Law 93-830, as amended, the student has access to specific information contained in his or her official records as specified by that act. Information and requests for specific records may be obtained through the registration office, counselor, or the campus president.



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:

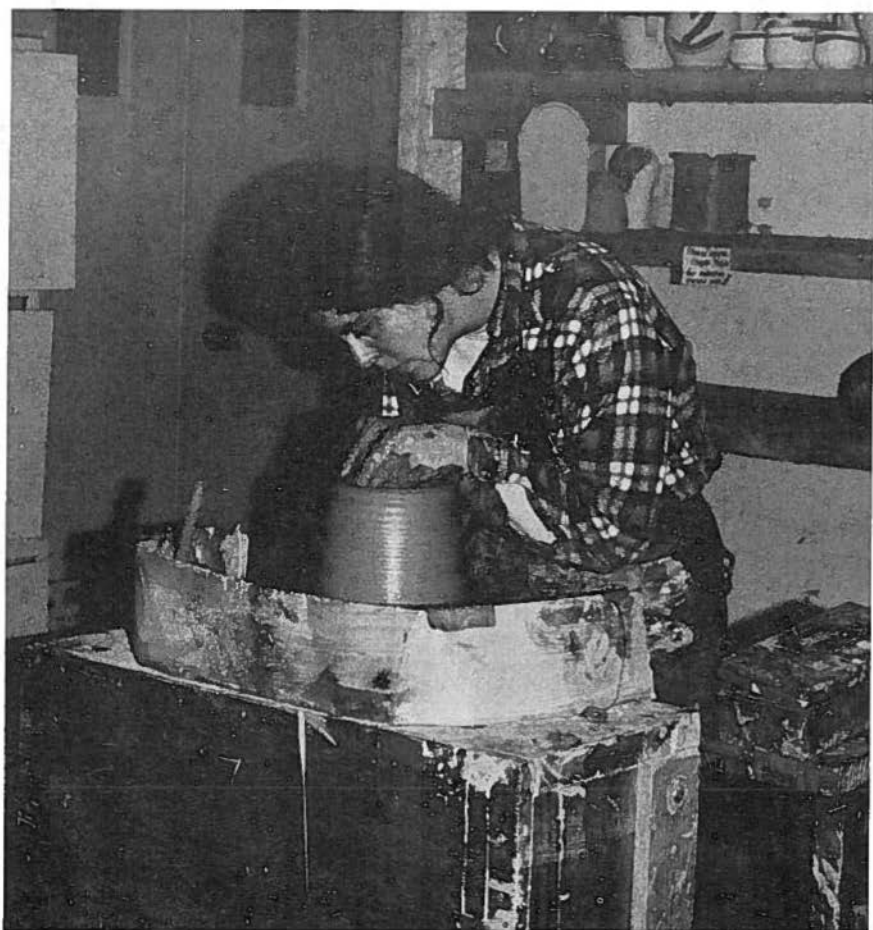
1. A final grade in each course for each term.
2. A record of withdrawal from and/or non-pursuit of a course when such would result in a change of certification including effective date.
3. A record of re-enrollment in any course which shows a withdrawal. No credit is granted for a withdrawal (W grade).
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.

Course credit at the 100 and 200 levels from a University of Alaska Community College or Rural Education Center shall be accepted for full credit, up to a maximum of 72 semester hours, by the University's baccalaureate degree-granting institutions. Course credit transferred between Community Colleges within the University shall be accepted for full credit without limitation on the number of credit hours that may be transferred.

Course credit transferred from one of the University's baccalaureate degree-granting institutions to another, or credit at the 300, 400 and graduate levels from a Rural Education Center, shall be accepted at full credit.

Credit will also be awarded for satisfactory completion of USAFI courses as recommended in the Evaluation of Educational Experiences of the Armed Forces. (A maximum of 15 military credits will count towards an AA degree.) College credit will not be allowed for General Educational Development Tests. Students must formally apply for admissions before transfer credit can be evaluated and must fulfill the graduation and residence requirements of the institution from which they expect to receive a degree, including those that may be required for a particular program.



CREDIT BY EXAMINATION

Students who wish to use CLEP credit or University Credit-by-Examination, should consult with the counselor.

CLEP General Examinations

1. The only students who may be awarded credit are those who are currently enrolled or those who have previously taken courses at the University of Alaska which resulted in the establishment of an official file at the Office of Admissions and Records.
2. Credit for CLEP General Examinations shall be awarded according to the following schedule:
 - English – 3 credits for 500 score – Essay exam only. These credits will be accepted as meeting the requirements for English 111.
 - Natural Science – 6 credits for 500 score.
 - Humanities – 6 credits for 500 score.
 - Social Sciences/History – 6 credits for 500 score.
 - Maximum possible – 24 credits.
3. If as many as six semester credits have been earned in an area covered by a CLEP General Examination, no credit will be awarded for the successful completion of that examination.
4. Examinations can be repeated after an interval of one year.
5. CLEP General Examinations are considered Non-Resident credit.

Local Credit-by-Examination:

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

1. CLEP General Examinations and subject exams should be used first, where appropriate, prior to giving Local-Credit-by-Exam.
2. A Local-Credit-by-Exam should not be given unless there is a full-time instructor in the area of expertise.
3. Local-Credit-by-Exam should not be given unless the course is a catalog course for the unit. Generally 90's courses (193, 294, 497, etc.) and practicums may not be taken by examination.
4. Each unit that offers Local-Credit-by-Exam should identify the specific courses for which they will allow exams. Challenge exams should be prepared for these courses and kept on file.

5. Courses below the 100 level *cannot* be challenged.
6. A course challenged for credit must not duplicate a course for which credit has already been granted. In particular, a course can not be challenged if it is remedial to a course for which credit has already been granted.
7. Only students currently enrolled in degree programs will be awarded credit.
8. A fee of \$5.00/credit hour must be charged for all Local-Credit-by-Examinations. Where competency-based demonstrations are required, additional fees might be charged.
9. A person who has audited a class may not request credit via departmental examinations for that class until the subsequent academic year. An audit does not restrict the taking of a CLEP Subject Examination.
10. Departmental examinations may be graded Pass/Fail or a regular letter grade at the mutual agreement of the instructor and student, but failing scores will not be posted to the student's transcript.
11. Examinations may not be repeated earlier than one year.
12. Credits earned by examination are not awarded grade points.
13. There is no specific limit as to the number of credits that a student can earn by Credit-by-Examination.
14. Credit-by-Exam is considered Non-Resident Credit.

CREDIT, NO-CREDIT OPTION

The *credit, no-credit option* encourages students to explore areas of interest not necessarily related to their academic major. One "free" elective may be taken under this option each semester. The instructor will not be informed of 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. The grade for work that is incomplete (I) must be made up within the academic year or otherwise the "Incomplete" becomes a permanent grade.
- DF— Deferred; indicates that the course requirements cannot be completed by the end of the semester; that credit may be withheld without penalty until the requirements of the course are met within an approved time. This designation will be used for courses 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. Audits must be declared at registration.

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 (See Page 40).

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.

Graduation

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

Application for Graduation: Degree candidates must formally apply for graduation. The application for graduation must be filed with the 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.

SECOND OR ADDITIONAL ASSOCIATE DEGREE

To be eligible for a second (or additional) associate degree, a community college student must complete a minimum 12 hours of credit beyond the first (or latest) associate degree (e.g., a student must have earned a minimum of 72 total credits in order to receive a second associate degree, after the completion of a 60 credit hour first degree.). All general University requirements, degree requirements, and requirements of a major must be met for each degree.

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.

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 the Adult Learning Center.



CERTIFICATE REQUIREMENTS

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.

Certificate Programs at Kodiak Community College are available in Office Occupations and Home Economics.

OFFICE OCCUPATIONS

CLERK TYPIST

	Credits
OOO 103 Typing I — Beginning Typing	*3
OOO 105 Typing II — Intermediate Typing	*3
OOO 106 Typing III — Advanced Typing	*3
OOO 125 Mag Card or Memory Typewriter	1
OOO 127 Dictation & Transcription Machines	1
OOO 141 Payroll Procedures	1
OOO 155 Business English & Correspondence	3
OOO 156 Business Math	1
OOO 203 Calculating Machines	2
OOO 221 Indexing, Filing & Records Management	2
OOO 242 General Office Procedures	3
ENG 111 Math. of Written Communication	3
Total	26

* Only six credits required of these nine.

CLERK STENOGRAPHER

	Credits
OOO 101 Beginning Shorthand I	4
OOO 102 Shorthand II: Beg. Dictation & Trans.	4
OOO 105 Typing II — Intermediate Typing	*3
OOO 106 Typing III — Advanced Typing	*3
OOO 142 Introduction to Accounting I	3
OOO 155 Business English & Correspondence	3
OOO 203 Calculating Machines	2
OOO 221 Indexing, Filing & Records Management	2
OOO 244 Secretarial Office Procedures	3
ENG 111 Math. of Written Communication	3
Total	30

* Only three credits required of the six.

BOOKKEEPING

	Credits
OOO 142 Introduction to Accounting I	3
OOO 143 Introduction to Accounting II	3
OOO 103 Typing I — Beginning Typing	3
OOO 156 Business Math	1
OOO 203 Calculating Machines	2
OOO 155 Business English & Correspondence	3
OOO 153 Business Law	3
OOO 221 Indexing, Filing & Records Management	2
Total	20

HOME ECONOMICS

	Credits
Written Communication	3
Oral Communication	3
Select 3 areas below. Complete 3 credits in each area ...	9
Humanities	
Social Science	
Natural Science	
Mathematics	

Complete a minimum of 15 credits from the following: 15

HE 60A	Children's Clothing
HE 60B	Sportswear
HE 60C	Alterations & Mending
HE 60C1	Tailoring
HE 60D	Insulated Garments
HE 60E	Formal Attire
HE 60F	Swimwear
HE 60G	Loungewear
HE 60H	Lingerie
HE 60I	Menswear
HE 60J	Recreational Equipment
HE 60K	Embroidery
HE 60L	Smocking
HE 60M	Applique
HE 60N	Slipcovers
HE 60O	Pattern Making (Paper)
HE 60P	Layettes
HE 60Q	Sweaters
HE 60R	Ethnic Clothing
HE 60S	Specialty Fabrics
HE 60T	Down & Polyester Filled Jackets & Vests
HE 60T1	Winter Clothing
HE 60U	Machine Embroidery
HE 60V	Stitchery
HE 60W	Pillow Covers
HE 60X	Window Covers
HE 60Y	Quick & Easy Garments
HE 60Z	Weaving

Total **30**

ASSOCIATE OF ARTS REQUIREMENTS

	Credits
Written Communication (Eng 111, Eng 211)	6
Oral Communication (Speech 111)	3
Six credits from each of three of these areas: (Note: refer to course classifications)	
Humanities, Social Science, Natural Science, Mathematics, other	18
(no course used to meet the above requirements may be used to meet the requirements of the major)	
Major Specialty	20-30
Free Electives to total	60

ASSOCIATE OF APPLIED SCIENCE REQUIREMENTS

Written Communication (Eng 111, Eng 211)	6
Oral Communication (Speech 111)	3
Six credits from any one of the following areas: (Note: refer to course classifications)	
Humanities, Social Science, Natural Science, Mathematics, other	6
Major Specialty	30
Free Electives to total	60

Associate Degree Programs

The Associate of Arts Degree (AA) 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 Accounting, Art, Biology, Business Administration, Humanities, Justice, Natural Science and Social Science.

The Associate of Applied Science Degree (AAS) 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 an end in itself as the training can be a forerunner for additional educational pursuits. The Associate of Applied Science Degree is offered in Business, Business Administration and Office Occupations.

Degree Requirements

To receive a degree from the University of Alaska, a student must satisfy two requirements: (1) General University Requirements and (2) Specific Degree Requirements.

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 five years. If more than five years have lapsed, the student must meet the requirements in effect during the year he/she will graduate.

A maximum of 15 semester hours of credit completed by Correspondence (and/or USAFI/DANTES) may be accepted toward and Associate Degree.

A maximum of 15 semester credits of formal military service schools (including Basic Training) is allowed towards an Associate Degree.

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.

Associate of Arts Major

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 or OO 142-143 – Elementary Accounting ..	6
Acct. 210 – Income Tax	3
Acct. 252 – Introduction to Cost Accounting	3
Acct. 230 and 231 – Intermediate Accounting	6
Any BA 100–200 Course or Any CIS 100–200 Course	3
Electives	12
	TOTAL 60

ART

Associate in Arts

Degree Requirements:	Credits
Written Communications	6
Oral Communications	3
Select 3 areas from the 5 listed below and complete six credits in each of the three areas:	18
Humanities	
Social Sciences	
Mathematics and Logic	
Natural Sciences	
Other	

Major Specialty:

Complete a minimum of twenty credits from the following:

Art 100 – Art Exploration	3
Art 101-102 – Beginning Ceramics	6
Art 103-104 – Commercial Art Design	6
Art 104-106 – Beginning Drawing	6
Art 123 – Watercolor Painting	3
Art 161 – Two-Dimensional Design	3
Art 162 – Color and Design	3
Art 163 – Three-Dimensional Design	3
Art 201-202 – Intermediate Ceramics	6
Art 203-204 – Ceramic Sculpture	6
Art 205-206 – Intermediate Drawing	6
Art 207-208 – Beginning Printmaking	6
Art 213-214 – Beginning Painting	6
Art 215-216 – Beginning Weaving	6
Art 217-218 – Portrait Painting	6
Art 219-220 – Life Drawing and Composition	6
Art 221 – Introductory Photography	3
Art 222 – Experimental Photography	3
Art 223 – Watercolor Painting & Composition	3
Art 260 – Art Appreciation	3
Art 261-262 – History of World Art	6
Art 291 – Art Activities	Variable
Electives to total	60

Students are advised to select a broad distribution of courses, such as drawing, design, painting, printmaking, and art history rather than to concentrate on one art area. Some of the courses listed are required of students who plant to continue toward a baccalaureate degree.

BIOLOGY

Associate in Arts

Degree Requirements	Credits
Written Communication (Eng 111 and 112 recommended)	6
Oral Communication	3
Chem 105–106	8
Math 106 or equivalent	6
Choose 1 area from the 3 listed below and complete 6 credits in that area	6
Humanities	
Social Sciences	
Other	
Major Requirements:	
Biol. 105–106	8
Other approved electives in biology (see biology advisor)	12
Electives	11
	TOTAL 60

BUSINESS ADMINISTRATION

Associate in Arts

Degree Requirements	Credits
Written Communication	6
Oral Communication	3
Select three areas below. Complete 6 credits in each area:	18
Humanities	
Social Science	
Natural Science	
Mathematics	
Other	
Major Specialty (complete 15 credits):	
Acct. 101, 102 or OO 142, 143 – Elementary Accounting	6
BA 241 or OO 153 – Business Law	3
Econ 121 – Economics	3
BA 151 – Introduction to Business	3
CIS 101 – Introduction to Data Processing	3
Electives	18
	TOTAL 60

HUMANITIES

Associate in Arts

Degree Requirements: Credits

Written Communication6

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 – Humanities3

Hum. 212 – Humanities3

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, physics and fisheries	20
Electives	13
TOTAL	60



JUSTICE DEGREE

Kodiak Community College (KoCC) 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 KoCC 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

Written Communication	credits
English 111.....	3
English 211, 212, or 213.....	3
Speech.....	3
General Social Science, Natural Science, Math and Humanities courses	18
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

SOCIAL SCIENCES

Associate In Arts

Degree Requirements	Credits
Written Communication	6
Oral Communication	3
Select 3 areas from the 5 below and complete 6 credits in each of the 3 areas	18
Humanities	
Social Science	
Natural Science	
Mathematics	
Other	
Major Specialty:	
20 or more credits taken from the following areas:	20
Anthropology	
Economics	
Geography	
History	
Political Science	
Psychology	
Sociology	
(Students are urged to limit their major specialty to one area or two related areas.)	
ELECTIVES TO TOTAL	60



Associate of Applied Science Majors

NURSING SCIENCE

This is a two-year program providing the graduate with an Associate of Arts Degree in Nursing Science. It is a satellite program coordinated with Anchorage Community College. The student will spend four semesters at Kodiak Community College and two summer sessions at Anchorage Community College.

ADMISSION REQUIREMENTS

1. Graduation from high school or the equivalent.
2. Minimal grade average of 2.00 (C) in high school or post high school work.
3. High school or college chemistry, biology and algebra required with minimal grade of C in each.
4. Evidence of physical and emotional stability by medical examinations.
5. Personal interview with staff.
6. No restrictions of age or sex. Age is considered on an individual basis.

APPLICATION PROCEDURE

1. Apply for admission at Kodiak Community College.
2. Request high school transcripts or any other transcripts to be mailed to the same address.
3. Arrange for personal interview after file is complete.
4. If recommended for admission, physical examinations and immunizations.

NURSING SCIENCE ASSOCIATE OF ARTS DEGREE

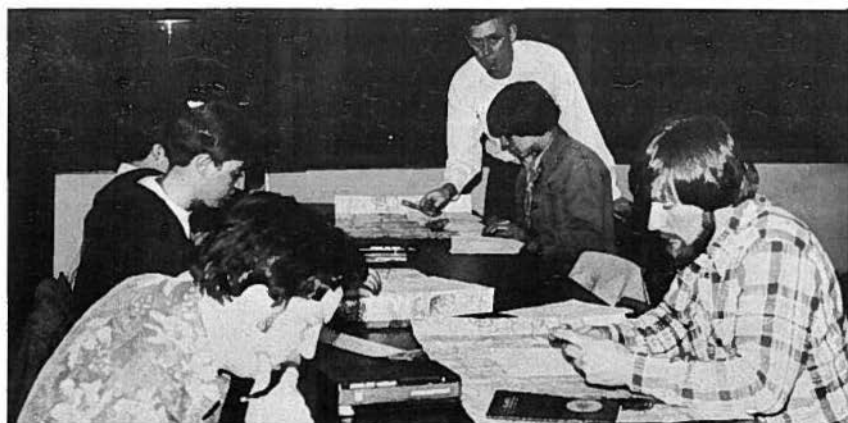
DEGREE REQUIREMENTS

	Credits
1. Communication	
Written Composition	6
Oral Communication	3
2. Select three areas from the five below and complete six credits in each of the three areas.	18
Humanities Humanities	
Social Science	
Natural Science	
Mathematics	
Other	
including:	
PSY 150.	3
BIOL 111 – Human Anatomy and Physiology.	4
BIOL 240 or BIOL 242 – Microbiology or Bacteriology.	4
HE 203 – Nutrition.	2
3. Major Specialty	
NS 160 – Nursing in Health Promotion.	8
NS 161 – Nursing in Health Promotion.	8
NS 260 – Nursing in Physical and Mental Illness.	8
NS 261 – Nursing in Physical and Mental Illness.	8
Optional: Special topic nursing science courses will be offered during the interims.	
4. Electives to Total.	67

BUSINESS

Associate in Applied Science

Degree Requirements:	Credits
Written Communication	6
Oral Communication	3
At least 6 credits in any of the following areas:	6
Humanities	
Social Science	
Natural Science	
Mathematics	
Major Specialty (Required):	
Acct. 101 and 102 or 051 and 052 – Elementary Accounting ..	6
BA 241 or OO 153 – 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. 230 – Intermediate Accounting	3
Acct. 231 – Intermediate Accounting	3
CIS 101 – Introduction to Data Processing	3
Electives	15
	TOTAL 60



BUSINESS ADMINISTRATION

Associate in Applied Science

Degree Requirements	Credits
See general degree requirements for Applied Science	15
Major Specialty (Required):	
Acct. 101 and 102 or Acct. 051 and 052 – Elem. Accounting . . .	6
BA 241 or OO 153 – 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 100-200 level BA courses	6
CIS 101 – Intro. to Data Processing	3
Electives	15
TOTAL	60



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

Degree Requirements:	Credits
Written Communication	6
Oral Communications	3
At least six credits in any of the following areas:	
Social Sciences	
Humanities	
Mathematics	
Natural Science	6
Major Specialty (Secretarial Occupations)	
OOO 101 – Shorthand 1 – Principles	4
OOO 102 – Shorthand 2 – Beginning Dictation and Transcription	4
OOO 105 – Typing 2 – Intermediate	3
OOO 106 – Typing 3 – Advanced	3
OOO 142 or Acct. 101 – Intro. to Accounting I	3
OOO 143 or Acct. 102 – Intro. to Accounting II	3
OOO 155 – Business English & Correspondence	3
OOO 201 – Shorthand 3 – Speed Dictation and Transcription	3
OOO 203 – Calculating Machines	2
OOO 221 – Indexing, Filing & Records Mgmt	2
OOO 244 – Secretarial Office Procedures	3
Major Specialty Electives	4
General Education Electives	8
TOTAL CREDITS	60

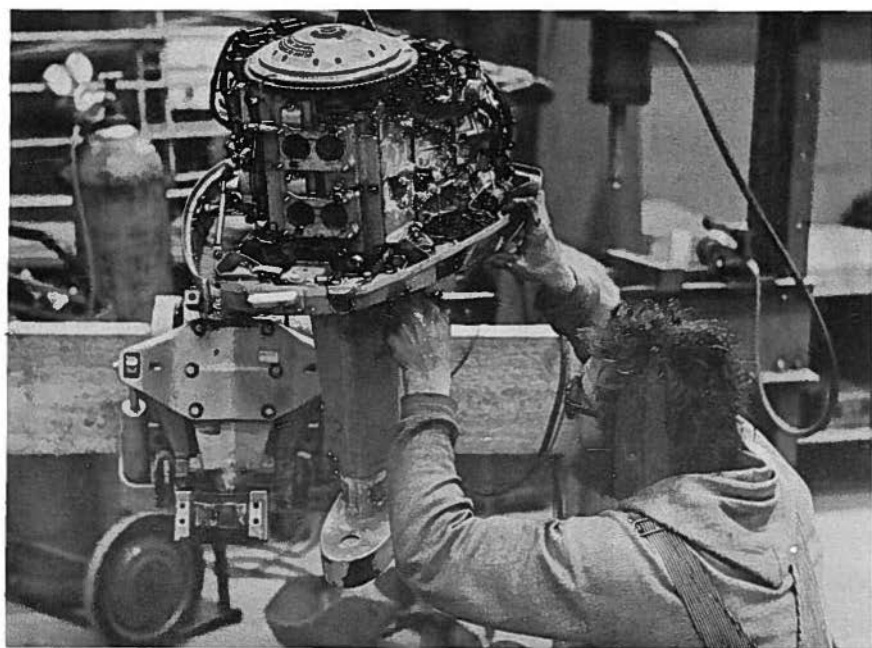
Major Specialty (Clerical Occupations)

OOC 105 – Typing 2 – Intermediate	3
OOC 106 – Typing 3— Advanced	3
OOC 125 – Magnetic Card Operation or	
OOC 129 – Memory Typewriter Operation	1
OOC 127 – Dictation & Transcription Machines.....	1
OOC 141 – Pyaroll Procedures.....	1
OOC 146 – Fundamentals of Data Processing.....	3
OOC 155 – Business English & Correspondence.....	3

OOO 156 – Business Mathematics	1
OOO 203 – Calculating Machines	2
OOO 221 – Indexing, Filing & Records Mgmt	2
OOO 242 – General Office Procedures	3
General Education Electives	12
TOTAL CREDITS	60

Major Specialty (Accounting Occupations)

OOO 142 or Acct. 101 – Intro. to Accounting I	3
OOO 143 or Acct. 102 – Intro. to Accounting II	3
OOO 146 – Fundamentals of Data Processing	3
OOO 153 – Business Laws	3
OOO 203 – Calculating Machines	2
OOO 231 – Accounting Practice I	2
OOO 232 – Accounting Practices II	4
Major Specialty Electives	15
General Education Electives	10
TOTAL CREDITS	60



COURSE CLASSIFICATION

Natural Sciences

Physical Anthropology
Biological Science
Chemistry
Fisheries
Physical Geography
Geology
Physical Sciences

Mathematics

All Math Courses

Humanities

Art
English
Foreign Language
Literature
Home Economics
Journalism
Linguistics
Music
Philosophy
Speech & Drama

Social Sciences

Anthropology
Behavioral Science
Economics
Education
Geography
History
Home Economics
Physical Science
Psychology
Sociology
Justice
Political Science

Other

Office Occupations
Accounting
Physical Education
Business Administration

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.

All courses listed are not offered every year. Many courses are offered only on student demand.

In addition to the regular semester college courses, Kodiak Community College offers Open Entry/Open Exit programs in Office Occupations and Sewing. These programs offer the following advantages:

- *Enroll and begin at any time.
- *Plan your own program.
- *Organize your own time schedule.
- *Work at your own pace.
- *Learn new skills or refresh old skills.
- *Receive credit when you complete the course objectives.
- *Use the latest audio-visual equipment and learning aids.
- *Receive individual attention at all times.

Kodiak Community College also offers a course designed to prepare students to take the Certified Professional Secretary examination. The CPS examination is a national examination which gives a nationally recognized rating to secretaries who qualify for and pass the intensive, two-day exam. This examination is given on a regular basis at Kodiak Community College and much interest has been shown by local secretaries who wish to acquire the professional rating.

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 ACCOUNT- ING SYSTEMS

The student will be introduced to the accounting information systems from a conceptual point of view. The organizational relationship between the accounting systems, managements 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

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

Acc. 230 3 credits Acc. 231 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).

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 ethno-history 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.

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, decorating glazing & firing. Handbuilding and introduction to wheel throwing

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
BEGINNING 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 119 1 credit
INTRODUCTION
TO STAINED GLASS

An introduction to stained glass techniques including pattern designing, cutting, and lead coming.

Art 120 1 credit
BATIK WORKSHOP

Techniques for waxing and dyeing fabric are explored in this ancient form of resist art.

Art 221 1 credit
ALEUT BASKETWEAVING

A crafts involvement in the authentic, fine-twined basketwork of the Aleutian Islands.

Art 123 3 credits
WATERCOLOR PAINTING (1+4)

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

Art 161 3 credits
Art 162 3 credits
DESIGN AND COLOR THEORY

Fundamentals of form, color, visual perception; principles of composition, organization and structure. Emphasis on two-dimensional design. Art 161-162 may be taken in reverse order.

Art 163 3 credits
THREE-DIMENSIONAL DESIGN

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

ART 165 3 credits
BEGINNING WOODCARVING

Introduction to the tools and basic methods used in woodcarving. Use of knives and gouges. Selection of patterns. Proper tool sharpening. Emphasis on relief carvings but also covering carving in the round and other areas of interest.

Art 201 3 credits

Art 202 3 credits

**INTERMEDIATE
CERAMICS (1+4)**

A continuation of basic ceramics with emphasis on more advanced forms on the potter's wheel glaze calculations, kiln operation and construction.

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 (Same as HE 215-216)

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

Art 217 3 credits

Art 218 3 credits

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 PHOTO- GRAPHY

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 225 3 credits

CHINESE BRUSH ART

Introduction to Oriental painting. Exploration of the different techniques of watercolor. Emphasis on flower and bird painting using the Chinese brush with ink and color on rice paper. Step-by-step demonstration.

Art 260 3 credits

ART APPRECIATION

A course designed for the non-artist major, to stimulate thought and develop an appreciation of all the visual arts. No

attempt at chronological study is planned; rather, emphasis is on how art is useful in everyday life, how it speaks, what it means.

Art 261 3 credits

Art 262 3 credits

HISTORY OF WORLD ART

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

Art 291 3 credits

ART ACTIVITIES

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

AVIATION TECHNOLOGY

Avt 100 4 credits

PRIVATE PILOT GROUND SCHOOL

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

Avt 102 4 credits

COMMERCIAL GROUND INSTRUCTION

Advanced work in topics discussed in Aviation Technology 100 plus: alcohol and drugs and their effect in flight; aircraft engines,

systems performance and limitation; the radar environment; introduction to IFR charts; use of oxygen; medical facts for pilots; good operating practices, high performance aircraft; emergency procedures, pilot responsibilities — icing and maneuvers. Prerequisites: Avt 100 or passing score on FAA Private Pilot Exam or permission.

BIOLOGY

Biol. 101 3 credits BIOLOGY AND MAN

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

Biol. 102 3 credits ECOLOGY AND ANIMAL BEHAVIOR

Ecology and introduction to animal behavior. (Biology 101 is not a prerequisite to Biology 102)

Biol. 105 4 credits FUNDAMENTALS OF BIOLOGY I

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

Biol 106 4 Credits FUNDAMENTALS OF BIOLOGY II

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 Biol 104.

Biol 240 4 credits INTRODUCTORY BACTERIOLOGY (3 + 3)

Introductory public health and medical bacteriology. General introductory bacteriology with emphasis on those areas that relate to Health Science. Either Biol 240 or Biol 242 is recommended for professional programs in the Health Sciences. Prerequisite: Biol 105, Chem 105, or completion of at least one semester in a health occupations program.

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.A. 223 3 credits
REAL ESTATE LAW

A practical course surveying the various kinds of deeds and conveyances, mortgages, liens, rentals, appraisals, and other transactions in the field of real estate and the law.

B.A. 241 3 credits
BUSINESS LAW I

Survey of the legal aspects of business problems; basic principles, institutions, and administration of law in contracts, agency, employment, negotiable instruments and personal sales.

B. A. 242 3 credits
BUSINESS LAW II

Continuation of the basic principles, institutions and administration of law in insurance, suretyship, partnership, corporations, real property, trusts, wills, bankruptcy, torts and business crimes.

B.A. 105 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. 106 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 100 3 credits

INTRODUCTION TO COMPUTERS BASIC LANGUAGE

Concepts of electronic data processing with particular emphasis on the University of Alaska computer network. Computer games, computerized mail system, personal microcomputer applications, and programming language BASIC.

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 132 3 credits
TAGALOG

This course is designed for non-Tagalog speakers. It includes conversation, reading, writing and introduction to Philippine cultures.

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. Development of advanced reading skills and expansion of vocabulary. Practice in critical reading skills demanded by college courses. Attention focused on study habits.

Eng. 111 3 credits METHODS OF WRITTEN COMMUNICATION

Intensive instruction in written expression, including orderly thought, clear expression, and close analysis of appropriate texts.

Eng. 131 3 credits INTRODUCTION TO LITERATURE

Introduction to the analysis and appreciation of fiction, drama and poetry. Recommended for students considering English as a major or a minor.

Eng. 175 3 credits VOCABULARY DEVELOPMENT

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

Eng. 201 3 credits MASTERPIECES OF WORLD LITERATURE

To develop familiarity and interpretation of selected masterpieces up to the Renaissance. Prerequisite: Eng. 111.

Eng. 202 3 Credits MASTERPIECES OF WORLD LITERATURE

To develop familiarity and interpretation of selected masterpieces from the Renaissance to the Twentieth Century. Prerequisite: Eng. 111

Eng. 203 3 credits A SURVEY OF BRITISH LITERATURE

Analysis and interpretation of selected English writings from the Age of Chivalry to the Romantic Period. Prerequisite: Eng. 111.

Eng 204 3 credits
**A SURVEY OF
 BRITISH LITERATURE**

Analysis and interpretation of selected English writings from the Romantic Period to the Modern Period.

Eng. 211 3 credits
**ADVANCED COMPOSITION
 WITH MODES OF LITERATURE**

Practice of written interpretation of fiction, drama, and poetry. Prerequisite: Eng. 111.

Eng. 212 3 credits
TECHNICAL REPORT WRITING

Practice in writing business correspondence, formal and informal reports. Assignments 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, Scandinavia and the Soviet Union.

FRENCH

French 101 5 credits

French 102 5 credits

ELEMENTARY FRENCH

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

**OPEN ENTRY/OPEN EXIT
 SEWING COURSES**

HE60 A	Children's Clothing
HE60 B	Sportswear
HE60 C	Alterations & Mending
HE60 C1	Tailoring
HE60 D	Insulated Garments
HE60 E	Formal Attire
HE60 F	Swimwear
HE60 G	Loungewear
HE60 H	Lingerie
HE60 I	Menswear
HE60 J	Recreational Equipment
HE60 K	Embroidery
HE60 L	Smocking
HE60 M	Applique
HE60 N	Slipcovers
HE60 O	Pattern Making (Paper)
HE60 P	Layettes
HE60 Q	Sweaters
HE60 R	Ethnic Clothing
HE60 S	Specialty Fabrics
HE60 T	Down & Poly Jackets & Vests
HE60 T1	Winter Clothing
HE60 U	Machine Embroidery
HE60 V	Stitchery
HE60 W	Pillow Cases
HE60 X	Window Coverings
HE60 Y	Quick & Easy Garments
HE60 Z	Weaving

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.

H. E. 113 3 credits
CLOTHING CONSTRUCTION AND SELECTION I

Fundamental sewing processes in garment construction, using modern techniques. Clothing selection and wardrobe study, and the psychological and social significance.

H. E. 114 3 credits
INTERMEDIATE CLOTHING CONSTRUCTION

Custom dressmaking through construction of several garments. Emphasis on new fabrics, more advanced techniques, and couture finishes with a review of basic principles. Prerequisite: H. E. 113, Basic Clothing Construction.

H. E. 119 3 credits
CONSUMER FINANCES

The management of family income and expenses in the changing family cycle; including their values, problems, responsibilities and relationship to the business world. protection and educational programs, credit, and financing.

HE 203 2 credits
NORMAL NUTRITION

An introduction to basic nutritional needs, and the socio-cultural factors that influence an individual's ability to meet those needs. Strategies to be considered in promoting adequate nutrition are explored. Current trends and cultural implications in food selection and preparation are explored. Designed for 2 yr-4 yr Nursing Students.

H. E. 211 3 credits
TEXTILES

Identification, structure, selection, use and care of fabrics.

H.E. 215 2 credits
H.E. 216
WEAVING (Same as Art 215-216)

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

H. E. 231 3 credits
INTERIOR DESIGN

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

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

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

H. E. 236 3 credits
MARRIAGE AND FAMILY LIFE

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

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

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

H.E. 245/PSY 245 3 credits
CHILD DEVELOPMENT

Theory and laboratory of human mental, emotional, social, and physical development. Prerequisite: Psychology 101.

HISTORY

Hist. 101 3 credits
WESTERN CIVILIZATION

The origins and major political, economic, social and intellectual developments of western civilization to 1650.

Hist. 102 3 credits
WESTERN CIVILIZATION

Major political, economic, social and intellectual developments of western civilization since 1650.

Hist. 200 3 credits
HERITAGE OF ALASKA
NATIVES (Same as Anth 200)

The Methodology of ethno-history of Alaska Natives and consideration of cultural contacts, cultural breakdowns, and interaction of Natives with other people.

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.

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. Cross-listed with Art 221.

JUSTICE

Justice 110 3 credits
INTRODUCTION TO
JUSTICE (3+0)

Survey of philosophies, functions and methods of social control

with emphasis on role of law and those involved in its administration — police, courts, corrections organization. Includes study of history, organization, processes, and problems related to law and justice agencies in a heterogeneous democratic society. This course is a prerequisite to all justice courses.

Justice/Soc 203 3 credits
JUVENILE DELINQUENCY (3+0)

A conceptual approach to deviant and delinquent behavior, contributing social problems, adolescence as a subculture with emphasis on the juvenile code and treatment procedure. Prerequisite Soc 101 or permission of instructor.

Justice 215 3 credits
PARALEGAL STUDIES (3+0)

An introduction to the basic concepts of probation and parole, the use of authority in corrective services institutional methods, a study of popular and professional concepts in corrections. Prerequisite Jus. 110; Jus. 251.

Justice 221 3 credits
JUSTICE ORGANIZATION
AND MANAGEMENT (3+0)

Survey of organization and management of police, court, correctional and legal operations; agency roles, goals, structural arrangements and administrative practices; applicability of theory and research techniques and instruments of organization and management; principles of change. Prerequisite Jus. 110.

Justice 250 3 credits
DEVELOPMENT OF LAW (3+0)

Study of underlying philosophy, development and structure of law with emphasis on law system of U. S. and Alaska. Includes "Civil" precedents of such Constitutional provisions as "due process" and "equal protection" in the United States Bill of Rights, criticisms of law, review of Native law ways, procedures for changing law.

Justice 251 3 credits

CRIMINOLOGY (3+0)

Survey of various philosophies, functions and methods of social control with emphasis on role of law and those involved in its administration — police, courts, and corrections organizations. Includes study of history, organization processes, and problems related to law and justice agencies in a heterogeneous democratic society. Prerequisite Jus. 110.

Justice 252 3 credits

SUBSTANTIVE CRIMINAL

LAW (3+0)

A study of the elements, purposes, and functions of the substantive criminal law with emphasis upon historical and philosophical concepts. Prerequisites Jus. 110; Jus. 250.

Justice 254 3 credits

PROCEDURAL CRIMINAL

LAW (3+0)

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. Prerequisite Jus. 110; Jus. 250.

Justice 256 3 credits

LEGAL ANALYSIS

AND WRITING (3+0)

Introduction to justice research method and investigation. Topics covered include fact gathering, interviewing, law library and research library use, legal writing and oral advocacy, privacy, confidentiality and freedom of information.

Justice 285 3 credits

RIGHTS OF OFFENDERS (3+0)

A study of cases in which prisoners' rights have been defended, including parole, post release disabilities, rehabilitation, and jail conditions. Prerequisites Jus. 110; Jus. 250.

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.

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 107 3 credits
COLLEGE ALGEBRA (3 + 0)

The most advanced pre-calculus algebra course. The course is designed to develop sophisticated algebra skills for the student who already has a sound algebra background, allowing applications to other disciplines (physics, chemistry, etc.), and further study in mathematics. Includes sets and number systems, fundamental operations on polynomials, manipulation of algebraic fractions, solution of linear and fractional equations and inequalities, manipulation of exponents and radicals, functions and inverse functions, Cartesian graphing of equations, and inequalities, determinants, Cramer's rule, solution of higher-degree equations, manipulation of logarithms, and, if time permits, lines and conics, matrices, mathematical induction, and the Binomial Theorem. Prerequisite: Completion of 2 years of high school algebra with a grade of "C" or better, or Math 105 or equivalent.

Math 108 3 credits
TRIGONOMETRY (3 + 0)

Introduction to plane trigonometry; the study of triangles and the relations between sides and angles. The course is designed for the student who is thoroughly proficient in algebra; it provides skills useful in other disciplines (physics, surveying, etc.) and the knowledge necessary for further study in mathematics (this course is normally the last one taken before Calculus I). Includes angular measure and trigonometric functions, fundamental trigonometric identities, reductions and use of tables, composite angle identities, graphs of trigonometric functions, complex numbers and De Moivre's Theorem, solution of right triangles, solution of oblique triangles, solutions of trigonometric

equations, and inverse trigonometric functions. Prerequisite: Math 107 or equivalent.

Math 110 4 credits
MATHEMATICS OF FINANCE

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

Math 200 4 credits
CALCULUS

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

MATERIALS TECHNOLOGY

MATT 105 3 credits INTRODUCTION TO WELDING

Beginning welding is designed for persons who have very little or no experience in welding, but have a need for the ability to do general welding on repair and construction type jobs at home or in their business, especially fishing. The course begins with the very basics of learning to set up the machine, strike an arc, to welding simple beads and making joint welds on mild steel. The course is not designed for persons who want advanced training.

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 COURSE OFFERINGS

Number	Course Title	Credits
OOC 051	Economics I	3
OOC 052	Economics II	3
OOC 062	Alphabet & Subject Filing	1
OOC 071	Business English	1
OOC 072	Business Correspondence & Reports	1
OOC 073	Spelling & Vocabulary	1
OOC 081	Record Keeping	3
OOC 082	Clerical Accounting I	1
OOC 083	Clerical Accounting II	1
OOC 084	Clerical Accounting III	1
OOC 087	Advanced Clerical Accounting I	1
OOC 088	Advanced Clerical Accounting II	1
OOC 100	Rapidwriting	3
OOC 101	Shorthand I: Shorthand Principles	4
OOC 102	Shorthand II: Beginner Dictation & Transcription	4
OOC 103	Typing I: Beginning Typing	1-3
OOC 104	Typing Skill Building	1
OOC 105	Typing II: Intermediate Typing	3

OOO 106 – Typing III: Advanced Typing.	3
OOO 107 – Typing IV: Employment Test (and Civil Service Test) Preparation.	2
OOO 125 – Magnetic Card Executive Typewriter	1
OOO 126 – Executive Typewriter Operation (IBM)	1
OOO 127 – Dictation–Transcription Machines.	1
OOO 129 – Memory Typewriter Operation	1
OOO 141 – Payroll Procedures	1
OOO 142 – Introduction to Accounting I.	3
OOO 143 – Introduction to Accounting II.	3
OOO 153 – Business Law	3
OOO 154 – Human Relations	2
OOO 155 – Business English & Correspondence	3
OOO 156 – Business Mathematics.	1
OOO 200 – Shorthand Skill Building	1
OOO 201 – Shorthand III: Speed Dictation & Transcription	3
OOO 203 – Calculating Machines	2
OOO 208-001 – OS/6 Word Processor.	2
OO 209-001 – System 6 Projects.	1–3
OOO 204 – Medical Terminology: Dictation & Transcription.	3
OOO 205 – Technical Terminology: Dictation & Transcription	3
OOO 210 – Legal Typing	2
OOO 211 – Medical Typing	3
OOO 213 – Professional Typing	3
OOO 221 – Indexing, Filing & Records Management	2
OO 225 – CPS Review.	3
OOO 241 – Administrative Secretarial Office Procedures	3
OOO 242 – General Office Procedures	3
OOO 243 – Legal Office Procedures	3
OOO 244 – Secretarial Office Procedures	3
OOO 245 – Medical Office Procedures	3
OOO 281 – Simulation and Projects	1–9

100 and 200 level courses are equivalent to other course offerings and may count towards the AA degree. (e.g., Acct. 101 and OO 142 are equivalent.)

PARAMEDICAL TECHNOLOGY

PMED 119 6 credits EMERGENCY MEDICAL TECHNICIAN

An 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.

PHYSICAL EDUCATION

PE 100 1 credit PHYSICAL EDUCATION ACTIVITIES AND INSTRUCTION

Instruction, practice and activity in a variety of physical activities, sports and dance.

PE 101 3 credits SCUBA DIVING (same as PT 105)

Lectures on diving techniques, gear and safety with special emphasis on crisis situations. Will be supplemented with work in swimming pool, progressing to a final exploration in an ocean environment. Prerequisite: arrangement must be made with a registered lifeguard at the pool. A signed form stating that you passed the standard swimming test must be presented to the instructor at the first class.

Age Requirement: must be 16 years of age prior to registration.

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.

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.

Psy. 150 3 credits
HUMAN DEVELOPMENT

An introductory overview of the various aspects of development and changes which occur throughout a person's life span. Covers prenatal period; infancy; early and middle childhood; adolescence; early, middle and late adulthood.

PUBLIC COMMUNICATIONS

PC 216 3 credits
TELEVISION PRODUCTION

This course is designed to provide information and the actual experience of producing television programming. The terminology of the medium, the equipment, staging, lighting and script preparation will be discussed and applies in a combination lecture/workshop format. Students will have the opportunity to participate in a weekly news program on Channel 9 and/or to undertake their own television production.

RUSSIAN

Russ. 101 5 credits

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. Russ. 101 is a prerequisite to Russ. 102.

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, per-

ception 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 102 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 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-related areas: Movement, voice production and speech, and basic acting. The study of movement begins with exploratory exercise. The study of speech covers voice building, breath control and how these techniques apply to basic acting.

Theatre 141 3 credits
BASIC STAGE CRAFT

Materials of scenic construction and painting and their use.

Theatre 201 1-3 credits
Theatre 202 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, archi-

texture, 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.

VOCATIONAL ARTS

VA 105 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.

STAFF

Mike Doyle	Custodian
Ken Boyer	Custodian
Betty Hall	Bookkeeper
Patricia Jones	Personnel
Marilyn Trouwborst	Registration
Sharon Grantier	Clerk Specialist

FULL-TIME INSTRUCTORS

Charlotte Hatfield	Librarian
Frances Cater	English
	Humanities
Ray Holtz	Office Occupations
	Music
Ron Lenn	Business
Gary Stevens	Drama
	Speech
Mark White	Vocational Education

PART-TIME INSTRUCTORS

Kay Ackerman	Psychology
Karen Anderson	Art
Ruth Anderson	Art
Ann Barker	Art
Sharon Beardsley	English
Chris Blackburn	Dance
Dr. Ron Brockman	Physiology/Health Science
Susan Brockman	Math/Music
Keith Bryan	Accounting
Jacque Bunting	Aviation Technology
Rosemary Buzby	Business
Jerry Byler	Welding
Ernesto Casulucan	Education
Sidney Cathey	Art/Home Economics
Jenny Crumley	Art/Music
Betty Egan	Art
Olga Goosen	Nurse's Aide Training
Dr. Loren Halter	Physiology/Health Science
Jane Hanko	Home Economics
Mary Ellen Harris	ABE
Richard Holyoke	Emergency Medical Training
Gardner Howes	Media/Sociology
Gary Hurlburt	Emergency Medical Training
Bill Johnson	Computer Science
Rowena Kahaleiau	Business
Charlene Landes	Banking
Larry LeDoux	Computer Science

Corky McCorkle	Marine Safety
Becky Miller	Health Science
Jim Miller	Auto Mechanics
Meg Miller	Home Economics
Huong Na	Art
Dennis Nelson	Justice
Ted Nelson	Navigation
Eunice Neseth	Art/Crafts
Roger Page	Photography
Peggy Rasmussen	Dance
Linda Rinard	Home Economics
Dennis Sander	Art
Beverly Sims	English
Marilyn Trouwborst	Geology
Irving Warner	English
Diane Wheeler	Dance
Anne White	Home Economics
Elana White	Art
Karen White	Arts/Crafts
Carol Willey	Art

VILLAGE INSTRUCTORS

Mitch Simeonoff	Akhiok
Jessie Sheehan	Karluk
Betty Lind	Karluk
	Larsen Bay
	Old Harbor
Fran Kelso	Ouzinkie
Janet Thomsen	Port Lions

UNIVERSITY OF ALASKA

ADMINISTRATION

Dr. Jay Barton President
Dr. Patrick O'Rourke Chancellor,
Community College Division

POLICY ADVISORY COUNCIL

Brigitte McBride — Chairperson	Guyneth Cessna
Karl Armstrong	Capt. Benjamin Beach
Norm Holm	Dr. Ron Brockman
Dave Herrnsteen	Louise Collins
Ione Norton (<i>ex officio</i>)	Ben Doctolero
Noreen Thompson (<i>ex officio</i>)	Mona Billings
Carolyn Floyd (<i>ex officio</i>)	Toni Eaton

BOARD OF REGENTS

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

Edward B. Rasmuson, President Anchorage, 1975-1981
Jeff Cook, Vice-President Fairbanks, 1977-1983
Don Abel, Jr., Secretary Juneau, 1975-1981
Herbert Lang, Treasurer Anchorage, 1977-1985
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Margaret J. Hall Kodiak, 1975-1983
Sam Kito, Jr. Anchorage, 1975-1983
Thomas Miklautsch Fairbanks, 1979-1987
John Shively Anchorage, 1979-1987
Tim Burgess Fairbanks, 1980-1982
Jay Barton, President of the University	<i>ex officio</i> Member