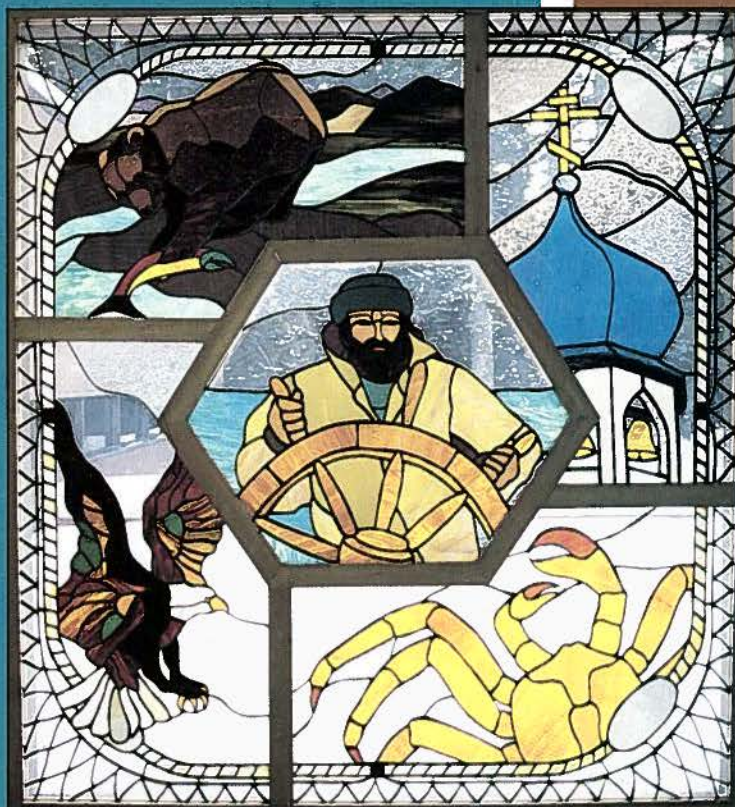


KODIAK COMMUNITY COLLEGE CATALOG



KODIAK COMMUNITY COLLEGE

CATALOG

1986-87

It is the responsibility of the individual student to become familiar with the announcements and regulations of KoCC printed in this catalog.

Although this catalog was prepared on the basis of the best information available at the time, all information [including the instructional calendar, admission and graduation requirements, course offerings and course descriptions, and statements of tuition and fees] is subject to change without notice or obligation. This catalog is for information purposes only. Its contents shall not be construed as a contract between Kodiak Community College and prospective and enrolled students. The information contained herein was true and accurate at the time of printing.

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, national origin, sex, disability, age or veteran status in accordance with Executive Order 11246 as amended, Titles VI and VII of the 1964 Civil Rights Act, Title IX of the Educational Amendment of 1972, Rehabilitation Act of 1973, the Age Discrimination Acts of 1974-75, the Vietnam Era Readjustment Assistance Act of 1974, 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. Inquiries regarding the application of these and other regulations should be directed to the Local Affirmative Action Officer at the University of Alaska.

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GENERAL INFORMATION

SOURCES OF INFORMATION

Campus President	Carolyn Floyd
Dean of Academic Affairs	Carol Hagel
Dean of Student Services	Paul Stubbe
Business Manager	Harold Naughton
Director of Physical Plant	James Landers
Registration/Veterans Affairs.	Dee McDaniel
Librarian	Charlotte Hatfield
Personnel/Affirmative Action Officer	Patricia Mahoney
Adult Education: Regional/Village Coordinator	John Mahoney
Coast Guard Coordinator	Clint Sturdevant

All are available at the college, 117 Benny Benson Drive, or phone 486-4161.

ACADEMIC CALENDAR

FALL SEMESTER

Labor Day Holiday September 1, 1986
Faculty Preparation Days August 29, September 2, 8, 9, 1986
Registration September 3, 4, 5, 1986
Classes Begin September 10, 1986
Last Day of Late Registration October 1, 1986
Deadline for Fall Graduation Applications October 17, 1986
Last Day to Drop Classes November 24, 1986
Thanksgiving Vacation November 27, 28, 1986
Examination Days December 17, 18, 19, 1986
Semester Ends December 19, 1986

SPRING SEMESTER

Faculty Preparation Days..... December 29, 30,31, 1986, January 5, 6, 1987
Registration January 12, 13, 14, 1987
Classes Begin January 19, 1987
Last Day of Late Registration February 2, 1987
Spring Recess March 27, 1987
Last Day to Drop Classes April 6, 1987
Examination Days April 28, 29, 30, 1987
Semester Ends April 30, 1987
Commencement April 30, 1987

SUMMER SESSION

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

HISTORY AND GENERAL DESCRIPTION

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 northeast of the City of Kodiak.

In the spring of 1985 there were a total of 250 classes offered including open-entry/open-exit labs in Adult Education, Math, Writing, and Office Occupations with a total enrollment of 1,250 students.

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

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

The college sponsors the Fisheries Institute, which brings fisheries technology specialists to the fishermen in Kodiak.

The college coordinates upper division and graduate courses through the University of Alaska.

Programs are coordinated with the following local agencies and groups:

Kodiak Area Native Association Adult Education
Credit Courses

Fisheries Industrial Technology Center Workshops/Seminars

Kodiak Police Dept. and Court System . . Police Administration Courses
 Kodiak Fishermen Annual Fisheries Institute
 Kodiak Processors Seafood Processing Technology Program
 Kodiak Women's Resource
 and Crisis Center Crisis Line Intervention Training
 Kodiak Alcoholism Information,
 Education and Referral Center . College classes and summer workshop
 National Secretaries Assn., Kodiak Chapter Annual workshop
 Alaska Growth Policy Council Alaska Public Forum

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

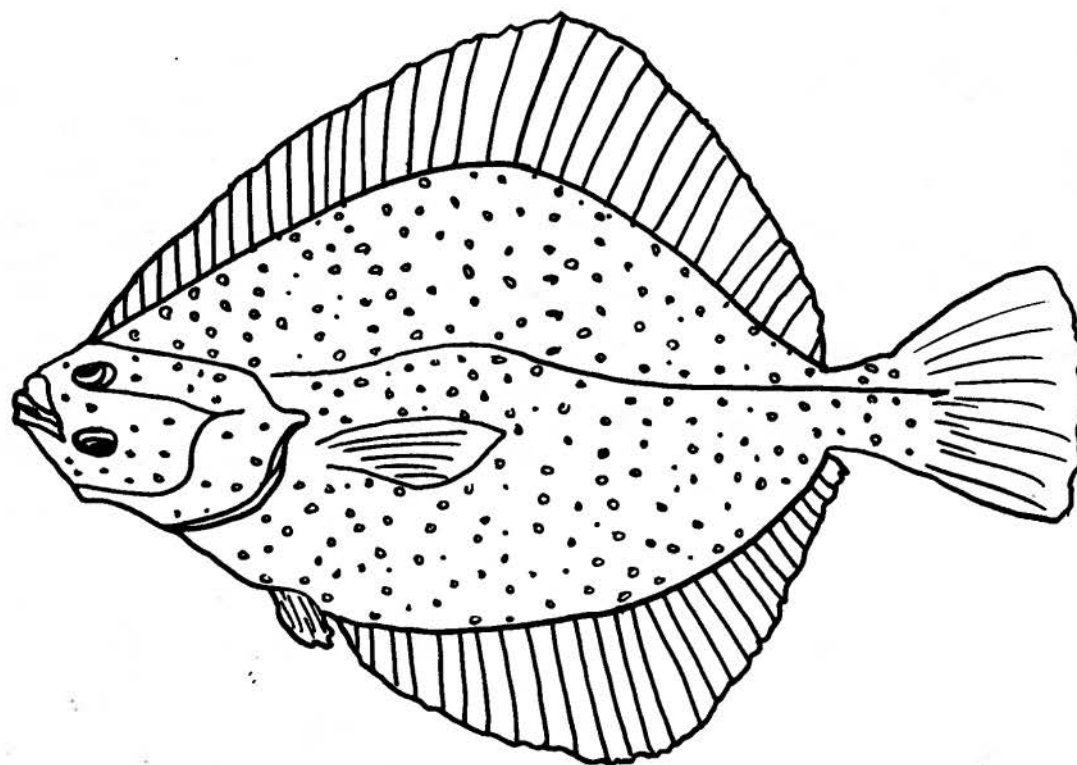
Admission Test for Graduate Study in Business
 Certified Professional Secretary Examination
 General Educational Development Tests
 Graduate Record Examination
 Law School Admissions Test
 State of Alaska
 Real Estate

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, law enforcement agencies 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 1980 a fourth building added classrooms and library facilities to the Kodiak Community College complex. In the Fall of 1982 a fifth building was completed that added office occupations, computer, and media services labs. In addition, the building houses the adult education program, student lounges, classrooms, music practice rooms, T.V. production area and studio, and a counseling center.



A HISTORY OF THE UNIVERSITY OF ALASKA

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, Dr. Jay Barton, and the present president Dr. Donald O'Dowd.

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, Kotzebue, Nome, Palmer, Sitka, and Valdez, as well as 13 extension centers located in other communities of the state.

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 Alaska, seems to have a history 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 surrounding 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 13,000.

Foreign 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 round - fishing for three species of crab, herring, salmon, shrimp, halibut and cod. While the foreign investment in local canneries is high, United States law prevents total foreign ownership.

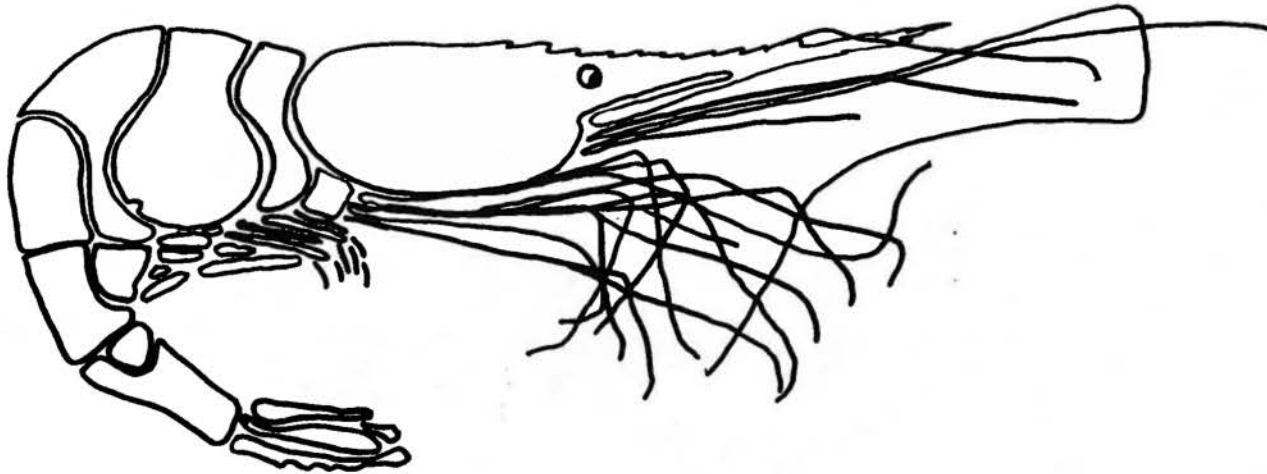
There is a large timber industry exporting logs to Japan, and two small sawmills cutting lumber for local use.

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



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, 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 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.



MISSION AND GOALS

MISSION

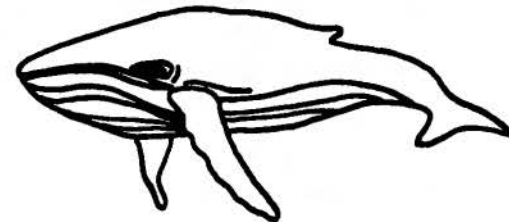
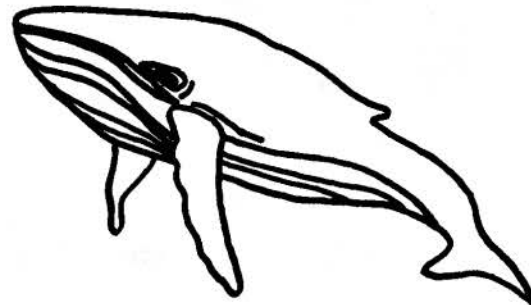
The mission of Kodiak Community College is to provide developmental, academic, vocational, community services, and counseling programs to the people of Kodiak Island. The services of the college respond to its regional needs as identified by the community college council. The college places primary emphasis on the needs of people of all ages beyond the traditional age for high school graduation. It assists them in achieving the skills and knowledge which are important to responsible citizenship, personal fulfillment, and employability. Certificates and associates degrees are granted by the college for satisfactory completion of specific programs.

GOALS

1. To seek students who can benefit from the programs and services of the college.
2. To recruit, maintain, and foster a capable staff to carry out the roles of the mission.
3. To provide and maintain facilities and resources to achieve the mission.
4. To provide academic advisement, personal and career counseling, educational and occupational testing, and a comprehensive financial aid program.
5. To encourage excellence in teaching, administration, and staff services by utilizing a continuous, equitable method of evaluation and by providing regular opportunities for professional development.
6. To enhance community life by maintaining good library/media services and offering social, cultural, and recreational enrichment activities.
7. To seek and use ideas of students, faculty, staff, and community in curriculum development.
8. To offer a variety of learning and delivery modes including individualized

instruction, outreach, and coordination of upper division and graduate courses.

9. To systematically evaluate the effectiveness of programs and services and engage in short and long-range planning in order to meet fundamental college goals.
10. To graduate students who have acquired a general education which will enable them to live more effectively in society and continue their academic pursuits.
11. To prepare students for employment through vocational and technical training and upgrading of present skills.
12. To develop students' basic skills and to prepare them to qualify for the high school equivalency diploma.
13. To develop a desire in students for lifelong learning by encouraging participation in a variety of credit and noncredit educational offerings.
14. To acquaint students with effective communication, problem-solving, and critical-thinking skills.
15. To increase student confidence, self-esteem, and goal clarification.
16. To have college facilities and resources utilized by local agencies, organizations, government, industries, and citizens.



ADMISSIONS POLICIES AND PROCEDURES

ADMISSIONS POLICY

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 high school students, 16 years or older, with written permission from their parent/guardian, high school principal/counselor, and the college.

RESIDENCY

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. Military personnel on active duty in the State of Alaska, and their dependents, will be considered as residents of the State of Alaska for purposes of determining tuition charges. **Any non-resident may enroll for one one-credit class and be charged resident tuition. Additional credits will be charged as non-resident tuition.**

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 \$6,500. This amount covers all university fees, room and board, and a reasonable estimate of personal expenses, but does not include transportation costs.

GENERAL ADMISSIONS PROCEDURES

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 an Alaskan community college or rural education center may be accepted for full credit up to a maximum of 72 hours by the University's baccalaureate degree-granting institutions. Students transferring should consult the Alaska Transfer Guide published by the Alaska Commission on Post-secondary Education.

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.

REGISTRATION PROCEDURES

GENERAL PROCEDURES

Persons eligible for enrollment at Kodiak Community College must complete registration according to the prescribed procedures and pay tuition as determined by the University tuition schedule in order to be eligible to attend classes and to earn credit. Auditors are required to register and pay appropriate tuition and 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.

USE OF SOCIAL SECURITY NUMBERS

As a convenience to students, the University of Alaska uses the student's Social Security Number as a student identification number so as to avoid the need for students to memorize two nine-digit numbers. State and Federal laws require that students not wishing to supply their Social Security Number need not do so. If you would prefer not using your Social Security Number, the University will assign a nine-digit number as your student identification number at the University of Alaska. You are then responsible for remembering your number and using it in all future dealings with the University.

DROP/ADD PROCEDURES

A student is expected to complete the courses 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 business office, complete it, and return it to the business office and pay the appropriate fee. 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 Registrar.

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.

REGISTRATION CHANGES, ADD/DROP, AND WITHDRAWAL
(see calendar for dates)

Desired Change	First two weeks of semester	Third through eleventh week
Add Course	Add form filed at Main Office	Instructor consent for open entry labs. \$2.00 fee charged.
Drop Course	Drop form filed at Main Office. Will not appear on student's record	Not permitted (see withdrawal)
Withdrawal from Course	Not permitted (see drop)	\$2.00 fee charged at Main Office. Will appear on student's record as "W"
Credit/No credit Option	Form filed with Registrar No fee charged	Not permitted
Credit to Audit (Vice Versa)	Form filed with Registrar No fee charged	Not permitted

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CANCELLATION OR SCHEDULING OF CLASSES

In the event that the operations of Kodiak Community College are adversely affected by war, riot, act of nature, 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 operation, including action to cancel classes and action to discontinue services. In any case in which a significant curtailment is judged proper by the college, the college's liability shall be limited to (at most) a refund of tuition and fees paid.

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

INFORMATION

Additional information, catalogs, and applications may be obtained by visiting or writing the College at the following address:



Office of Admissions and Records
Kodiak Community College
117 Benny Benson Drive
Kodiak, AK 99615

TUITION AND FEES

TUITION SCHEDULE

Credit Hours	RESIDENT	NON-RESIDENT
1	\$ 30	\$ 75
2	60	150
3	90	225
4	120	300
5	150	375
6	180	450
7	210	525
8	240	610
9	270	675
10	300	750
11	330	825
12 or more	360	900

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

If tuition is 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 (tuitions only, fees and texts, etc.) and must include exact billing instructions and billing address. If a student anticipates an agency will pay the tuition, 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--tuition must be paid with registration or the deferred billing may be made. When the agency submits payment, the student will be refunded the amount that has been paid.

The college reserves the right to withhold transcripts, diplomas, or final grade reports from students who have not paid all financial obligations. If a student is delinquent in payment of any amount due to the college, registration for succeeding semesters may be withheld. Registration of any student may be cancelled at any time for failure to meet installment contract payments, or financial obligations. The registration process is not complete until all tuition and fees and charges due the college have been paid.

NON-CREDIT COURSE FEES

Fees for non-credit and special 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 for all Community Service (non-credit) courses. Fees for these courses are non-refundable and are non-transferable to other courses (unless the class is cancelled by the college).

OTHER FEES

Admission Application Fee (remit with application)	\$10.00
Late Registration Fee	5.00
Drop/Add Fee	2.00
Credit-by-Examination Fee (per credit hour)	5.00
Deferred Payment Service Charge	2.00

All tuition and fees are approved by the Board of Regents, University of Alaska. The University reserves the right to change or add to its tuition and fees at any time. Tuition and 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 TUITION WAIVER

The University of Alaska Board of Regents has approved a waiver of course

tuition (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 TUITION PLAN

Tuition and fees are due and payable with registration. If a student is unable to pay full tuition and fees at the time of registration, he/she may apply for a deferred payment note. This note for the balance owed on tuition 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 tuition and fees at registration.

Deferred payment for registration in full semester courses. Students registering during the regularly designated registration period of the full semester for 5 or more credits will pay one-half of assessed tuition (excluding \$10 application fee for 12 or more credits payable in full with registration) at registration with the balance due within 60 days. Students registering after the designated registration dates will pay one-half of the assessed tuition at registration with the balance due 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 tuition with registration and one-half within 30 days of the start of the semester. **Full tuition of \$25 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 from the start of the semester.

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

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

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 "Tuition and 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 \$2,700 to \$3,600 per instructional year. No campus housing is available.

Food - As with other items, the cost of food for an academic year varies among students. An allowance of between \$1,500 and \$2,000 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 student's 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

REFUND POLICY FOR 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 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.
6. Students withdrawing under discipline forfeit all rights to a refund on any portion of their tuition and fees.
7. Laboratory materials and miscellaneous fees and Community Service (non-credit) course fees shall not be subject to refund (unless course is cancelled by the college).

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

FINANCIAL AID

POLICIES AND PROCEDURES

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.

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 Dean of Student Services 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/Pell 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.

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/Pell, Supplemental Education Opportunity Grants, National Direct Student Loans, BIA Benefits, and V.A. Benefits.

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.

GRANTS AND SCHOLARSHIPS

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

Pell - BEOG - Basic Educational Opportunity Grant. The Pell Grant program makes funds available to eligible students attending postsecondary institutions.

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 and Kodiak Area Native Association.

Tuition Waivers. A very limited number of tuition waivers are available to students with talent in specified areas such as art, science, industrial arts, etc. Financial need is not a criterion.

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 six 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.

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 \$5,500 a year to pay for educational expenses at any accredited institution. If a student completes his/her degree program and is employed in the state following graduation, he/she will be eligible for up to 50% cancellation of the loan. Applications are available in the Dean of Student Services' office.

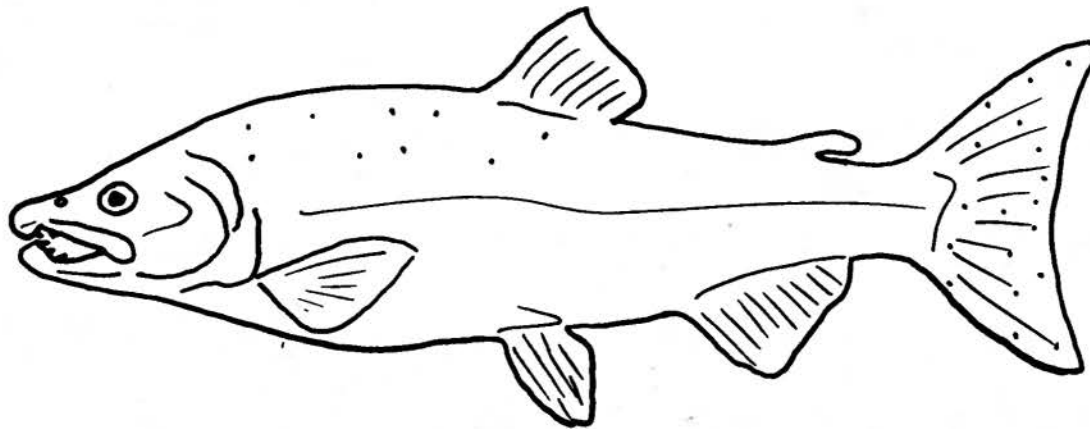
NOTE: To remain eligible for continued financial assistance, you are expected to maintain reasonable academic progress. If you are awarded aid as a full-time student taking a minimum of twelve (12) credits per semester, you must earn an average of twelve (12) credits per semester with a 2.0 or better grade-point average to remain eligible for continued financial assistance. A three-quarter-time student must complete nine (9) credits and a half-time student, six (6) credits.

Failure to meet minimum academic progress will render you ineligible for further assistance. Students who fail to meet this requirement may enroll during the summer semester **without aid** to bring the academic year total to

twenty-four (24) credits and will be considered eligible for the next school year.

WORK STUDY PROGRAM

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.



FACILITIES AND SERVICES

LIBRARY

Facilities - The collection of over 16,000 volumes is housed in the Benny Benson Building.

Collection - 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.

Borrowing Policies - Free library check-out privileges are granted to students and faculty of Kodiak Community College, as well as to members of the community. The library requests that a registration card be filled out with name, address and phone number. These cards serve as student-body cards for library purposes.

Library hours - During the regular semester schedule, the library hours are posted.

Loan Period - Books are checked out for two weeks and may be renewed. There are no overdue charges.

Staff - One full-time librarian and one library aide staff the library.

BOOK STORE

Kodiak Community College operates a book store as an auxiliary service to assist students, staff, and faculty in obtaining required texts for all courses offered plus reference books and study aids. Textbooks are not returnable. Office supplies, T-shirts, coffee mugs, and other KoCC memorabilia are kept in stock as well. The book store hours are 11 a.m. to 8 p.m.

STUDENT SERVICES

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.
8. Assessment testing.

COUNSELING

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. The Student Rights and Responsibilities Statement and Student Code of Conduct is available in the Student Services Office.

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 for an application for Program of Education or Training. Veterans should apply for educational benefits early to insure timely receipt of benefits.

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.

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."

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, Dean of Student Services, or the campus president. Information will be released only by written permission of the student.

ADULT EDUCATION PROGRAM

The Kodiak Regional Adult Basic Education program includes instruction in basic skills (reading, writing, math, grammar); English as a Second Language; G.E.D. preparation and testing; and life skills (health, occupational, consumer, community resources . . .). In addition to group or individualized lessons on an open-entry/open-exit basis, students receive counseling and also referrals to other service agencies.

The program operates at ten different sites. The urban program includes the Adult Learning Center on Kodiak Community College's campus, the U. S. Coast Guard Base, the Donnelly Building, and the high school. Village programs are located in Akhiok, Karluk, Larsen Bay, Old Harbor, Ouzinkie, and Port Lions.

Primary funding for the Adult Basic Education program is provided through a grant from the State Department of Education. Adult Education classes and tutoring are open to the public free of charge.

ACADEMIC INFORMATION AND REGULATIONS

ACADEMIC REGULATIONS

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.

FULL-TIME/PART-TIME STATUS: A student who registers for 12 or more semester hours of credit will be classified as full-time.

STUDY LOADS: Students normally may register for 18 semester hours of credit; for 19-20 semester hours with the approval of the Dean of Student Services; 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 approval. For the purpose of computing study loads, non-credit courses are rated the same as credit courses.

NUMBERING SYSTEM OF COURSES: Courses numbered below 100 do not carry academic transfer credit. Courses numbered 100 through 199 are usually freshman courses. Courses numbered 200 through 299 are usually sophomore courses.

CREDIT COMPRESSIBILITY POLICY: A minimum total of forty-two (42) hours of study in and out of class is required for one credit hour. For short courses and classes of less than one semester in duration, including weekend workshops, course hours may not be compressed into fewer than three days per credit, and no more than one credit may be earned per week per student.

TRANSFER OF CREDIT: The college 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 KoCC 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 DANTES (USAFI) courses and for other documented educational experience as recommended in the Guide to the Evaluation of Educational Experience in the Armed Service. A maximum of 45 military credits will be allowed towards an Associate degree provided that such credit falls within the requirements of the degree. A duplication of credit will not be allowed when the Guide indicates a duplication in learning experience. College credit will not be allowed for General Educational Development Tests. Students must formally apply for admission 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 local Credit-by-Examination, should consult with the Dean of Student Services.

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.
 - Math - 3 credits for 500 score.
 - 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.

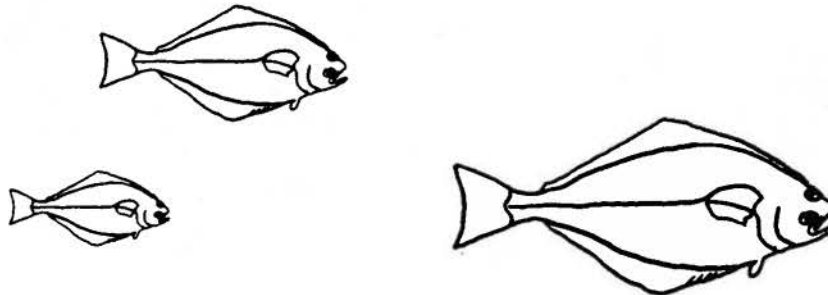
3. If as many as six semester credits have been earned in an area covered by a CLEP General Examination, no credit will be awarded for the successful completion of that examination.
4. Examinations can be repeated after an interval of one year.
5. CLEP General Examinations are considered Non-Resident 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 student services office.

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 by the student of the Office of Admissions and Records or by writing to CCREE, University of Alaska, 3890 University Lake Drive, Anchorage, Alaska, 99503. 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.

ACADEMIC PETITION: Any deviation from academic requirement and regulations must be approved by academic petition. A petition form, which requires the signature of appropriate college staff, may be obtained from the Registration Office.



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 performance of above average level.
- 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 (C or better) and carries no grade points.
- I** - Incomplete; indicates additional work must be performed for satisfactory completion of the course; may be given for unavoidable absence or other conditions beyond the control of the student where work already completed is 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; decision of the instructor; indicates that the course requirements cannot be completed by the class by the end of the semester; that credit may be temporarily 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 by the student and cannot be issued by the instructor.
- W** - Withdrawn; indicates withdrawal from a course after the refund period has expired.
- CR** - Indicates credit given under the credit, no-credit option and carries no grade point.
- NC** - Indicates the instructor has no basis to evaluate student progress. No-credit.

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), "CR" (Credit Given) and grades earned by Credit-by-Examination carry no grade points and are not included in computing the grade-point average.

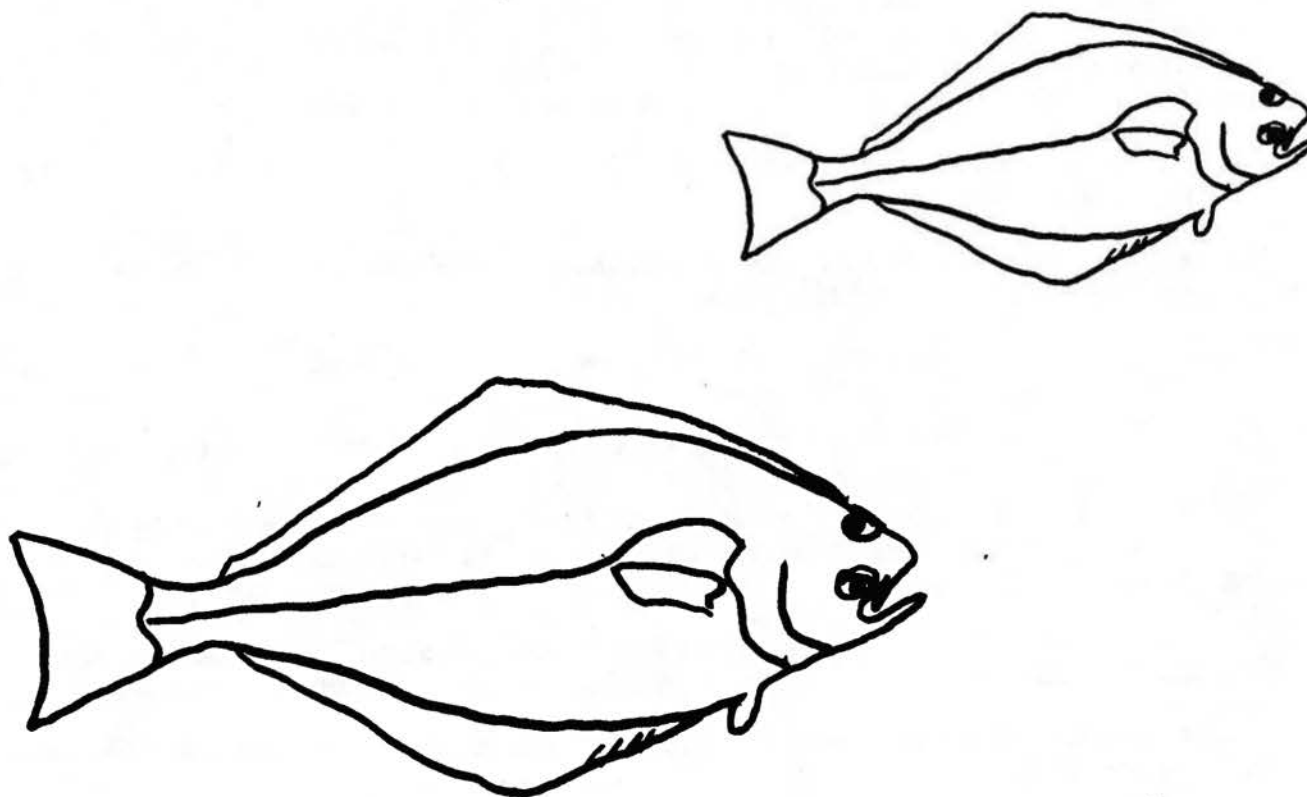
All grades (original and any repeated courses) will be shown on the transcript, but only the last grade achieved for a course will be computed in the grade-point average for graduation certification. Grades earned from repeating courses will not count toward honors.

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 status during the first two weeks of the semester by informing the registration office of his/her desire to change status.

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 campus president. Corrections of grading errors must be made within 45 days after the original grade has been submitted to the registration office.



DEGREE AND CERTIFICATE 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.

PROCEDURES 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.

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 must be earned at Kodiak Community College. Credit by examination does not qualify for residence credit.

A grade-point average of 2.00 (C) must be attained in all work as well as in the major field.

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 may be accepted toward an Associate Degree.

A maximum of 45 semester credits of formal military service schools (including Basic Training) is allowed towards an Associate Degree.

GRADUATION REQUIREMENTS

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

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.

APPLICATION PROCEDURE: 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.

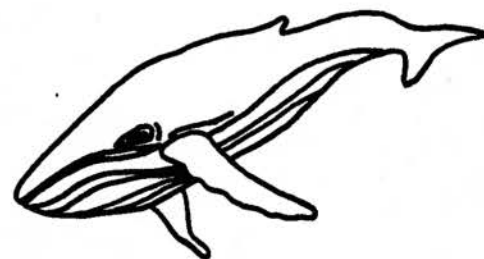
Applications for graduation filed after the deadline will be processed for graduation the following semester.

SECOND OR ADDITIONAL ASSOCIATE DEGREE: To be eligible for a second (or additional) associate degree (Associate of Applied Science only), 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).

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.

CONFERRING OF DEGREES AND CERTIFICATES: Kodiak Community College issues diplomas to degree and certificate candidates in May. All students who complete degree and certificate requirements during the instructional year are invited to participate in the annual commencement ceremony which follows the spring semester.



ASSOCIATE DEGREE AND CERTIFICATE PROGRAMS

ASSOCIATE DEGREE PROGRAM

The associate degree is awarded upon the successful completion of a prescribed 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.

The Associate of Arts Degree (AA) is both an intermediate degree and a terminal degree. It is designed for 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. Many students invest more than two academic years to complete the Associate Degree.

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 Administration, Office Occupations, Seafood Processing Technology, and Nursing.

CERTIFICATE PROGRAM

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. Each certificate program has individual course requirements for completion.

Certificate Programs at Kodiak Community College are available in Office Occupations (see page 51) and Fisheries Science (see page 47).

**ASSOCIATE OF ARTS
GENERAL TRANSFER DEGREE**

General Requirements

1. Complete a minimum of 60 semester credits at the 100 level or above including at least 20 at the 200 level;
2. Complete a minimum of 45 semester credits in the five areas below with no less than nine in each;

Areas	Credits
Communications	9
Written Communication (ENGL 111, 211, or 212)	
Oral Communication (SPCH 111)	
Math/Natural Science	9
Humanities	9
Social Science	9
Applied Studies	9

Sub-Total 45

3. Electives 15

TOTAL 60

4. At least 15 of the final 30 credit hours must be earned in residence;
5. A grade-point average (GPA) of 2.00 (C) or better in all work;
6. As the Associate of Arts degree is intended to provide a student with a basis of general education in order to undertake baccalaureate degree work and is nonspecific in intent, **only one AA per student may be earned.**

ASSOCIATE OF ARTS - GENERAL TRANSFER DEGREE

		KODIAK CC		TRANSFER	NEEDS CREDIT	200
<u>COMMUNICATIONS</u>	= 9					
Written	6					
Speech	3					
<u>MATH/NATURAL SCIENCES</u>	= 9					
<u>SOCIAL SCIENCES</u>	= 9					
<u>HUMANITIES</u>	= 9					
<u>APPLIED STUDIES</u>	= 9					
<u>ELECTIVES</u>	= 15					
TOTALS						

STUDENT WORKSHEET

20 credits must be at the 200 level. 15 of the last 30 credits must be from KoCC.

COURSE CLASSIFICATIONS

Natural Sciences

Biology, Biological Sciences
Chemistry
Physical Geography
Geology
Physics
Physical Anthropology
Physical Sciences

Mathematics & Logic

All Mathematics, Statistics
and Logic courses

Humanities

Art
Alaskan Native Languages
English
Foreign Language
Humanities
Journalism
Linguistics
Literature
Music
Philosophy
Speech & Public Communications
Theater
*History
Religion

Social Sciences

Anthropology
*History
Economics
Geography (excluding Physical Geography)
Psychology
Sociology
Political Science
Behavioral Science

Applied Studies

Accounting
Business Administration
Computer Information Systems
Home Economics
Office Occupations/Secretarial Science
Physical Education
Military Science
Trade & Technology
Fisheries
Meteorology
Corrections
Early Childhood Development
Law Science
Police Administration
Education
Other

*Can be used under either category but not both.

**ASSOCIATE OF ARTS DEGREE
FISHERIES SCIENCE EMPHASIS**

The student pursuing an AA Degree in fisheries science must complete the following specialty requirements:

WF 110 - Intro to Fisheries Science	3
WF 120 - Fisheries Biology I	4
WF 220 - Fisheries Biology II	3
WF 125 - Fisheries Field Methods I	3
WF 225 - Fisheries Field Methods II	3
WF 140 - Data Compilation	3
CIS 123 - Data Entry, Stat Packages, and Graphics	2

These courses must be included in the general science requirements:

BIOL 105 - Fundamentals of Biology I	4
CHEM 105 - General Chemistry	4
MATH 105 - Intermediate Algebra	3
BIOL 150 - Marine Biology	3

In addition, all degree requirements in Communications, Humanities, and Social Sciences for the general transfer degree must be completed.

FISHERIES SCIENCE CERTIFICATE PROGRAM*

BIOL 105 - Fundamentals of Biology I	4
FW 110 - Introduction to Fisheries Science	3
FW 120 - Fisheries Biology I	4
FW 125 - Fisheries Field Methods I	3

TOTAL 14

*Note: Locally awarded certificate will not appear on transcript.

**ASSOCIATE OF APPLIED SCIENCE DEGREE
SEAFOOD PROCESSING TECHNOLOGY**

General Requirements (24 credits):

ENGL 111 - Methods of Written Communication	3
ENGL 211 - Intermediate Composition with Modes of Literature	3
SPCH 111 - Fundamentals of Oral Communication	3
Mathematics	6
BIOL 105 - Fundamentals of Biology I	4
CHEM 105 - General Chemistry	4
CIS 101A - Intro to Computers and Computer Literacy	1

Major Specialty (26 credits):

FT 150 - Intro to Fishing Technology and Seafood Processing	4
FT 151 - Seafood Processing I	4
FT 166 - State and Federal Regulations Related to Seafood Proc.	2
FT 170 - Plant Maintenance and Sanitation	2
FT 175 - Quality Assurance in Thermal Processing	2
FT 251 - Seafood Processing II	4
FT 260 - Food Chemistry and Preservation	4

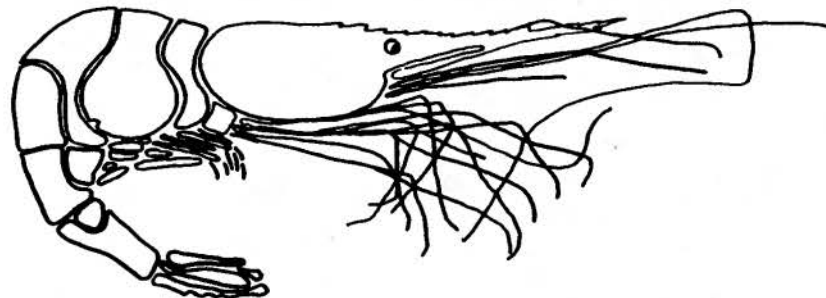
BIOL 242 - Introduction to Microbiology	4
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Major Specialty Elective:

FT 280 - Practicum in Seafood Processing	1-4
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General Electives	9
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TOTAL 60



**ASSOCIATE OF APPLIED SCIENCE DEGREE
BUSINESS ADMINISTRATION**

General Requirements (15 credits):

Written Communications	6
(OO 120 and OO 220 may be used to fulfill written communication requirements).	
Oral Communications	3
At least 6 credits in any of the following areas:	6
Humanities, Social Science, Natural Science, Mathematics	

Major Specialty (18 credits):

ACCT 101 and 102 - Elementary Accounting	6
CIS 101A - Intro to Computers and Computer Literacy	1
CIS 101B - Intro to Data Processing	2
BA 151 - Intro to Business or BA 165 - Intro to Small Business Ownership	3
ECON 121 - Principles of Economics I	3
BA 241 - Business Law I	3

Concentration in General Business (27 credits):

ECON 122 - Principles of Economics II	3
BA 242 - Business Law II	3
Any 100 or 200 level accounting, business administration, computer, economics, or office occupations courses	12
Electives	9

Concentration in Accounting (27 credits):

ACCT 210 - Income Tax	3
ACCT 230 and 231 - Intermediate Accounting	6
ACCT 252 - Cost Accounting	3
Any 100 or 200 level accounting, business administration, computer, economics, or office occupations courses	6
Electives	9

TOTAL 60

ASSOCIATE OF APPLIED SCIENCE DEGREE OFFICE OCCUPATIONS

General Requirements (15 credits):

Written Communications	6
(OO 120/220 may be used to fulfill written communication requirements)	
Oral Communications	3
At least 6 credits in any of the following areas:	6
Humanities, Natural Science, Social Science, Mathematics	

Major Specialty (15 credits):

**OO 120 - Comprehensive Business English	3
OO 115 - Business Math and Machines	3
OO 278 - Human Relations in Business	3
OO 276 - Filing and Records Management	3
**OO 220 - Written Business Communications	3

Concentration in Secretarial Occupations (30 credits):

OO 130 - Beginning Shorthand	4
OO 132 - Intermediate Shorthand	4
OO 102 - Intermediate Typewriting	3
OO 203 - Advanced Typewriting	3
OO 230 - Machine Transcription	3
OO 240 - Word Processing Concepts and Applications	1
OO 242 - Basic Word/Information Processing Applications	1
OO 243 - Advanced Word/Information Processing Applications	1
OO 270 - Secretarial Office Procedures	3
Electives	7

Concentration in Clerical Occupations (30 credits):

OO 101 - Beginning Typewriting	3
OO 102 - Intermediate Typewriting	3
OO 230 - Machine Transcription	3
OO 240 - Word Processing Concepts and Applications	1
OO 242 - Basic Word/Information Processing Applications	1
OO 243 - Advanced Word/Information Processing Applications	1
OO 170 - Office Procedures	3
Any 100 or 200 level accounting, business administration, computer, economics, or office occupations courses	8
Electives	9

Concentration in Accounting Occupations (30 credits)	
ACCT 101 and 102 - Elementary Accounting	6
OO 101 - Beginning Typewriting	3
OO 255 - Computer Applications for Accounting	1
OO 170 - Office Procedures	3
Any 100 or 200 level accounting, business administration, computer, economics, or office occupations courses	8
Electives	9

TOTAL 60

*Students must prove competency on a comprehensive examination administered at the end of studies in order to receive this certificate. A keyboarding speed of 40 net words is required for the Bookkeeper Certificate and 50 net words for the Clerk-Typist Certificate.

**If used as written composition credits, student must substitute two other courses of equal credit for major degree courses.

OFFICE OCCUPATIONS CERTIFICATE PROGRAM

Major Specialty (21 credits):

OO 101 - Beginning Typewriting	3
OO 120 - Comprehensive Business English	3
OO 115 - Business Math and Machines	3
OO 278 - Human Relations in Business	3
OO 276 - Filing and Records Management	3
OO 220 - Written Business Communications	3
OO 170 - Office Procedures	3

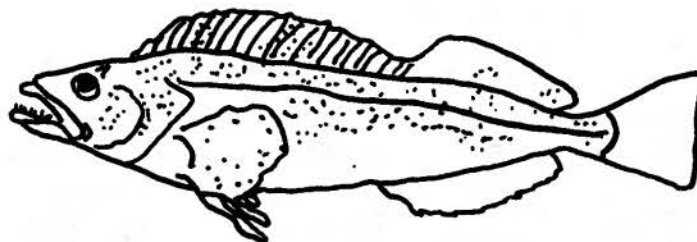
Concentration for the Clerk-Typist Certificate (9 credits):

OO 102 - Intermediate Typewriting	3
OO 230 - Machine Transcription	3
OO 240 - Word Processing Concepts and Applications	1
OO 242 - Basic Word/Information Processing Applications	1
OO 243 - Advanced Word/Information Processing Applications	1

Concentration for the Bookkeeper Certificate (9 credits):

OO 082 - Clerical Accounting I	3
OO 083 - Clerical Accounting II	3
OO 084 - Clerical Accounting III	2
OO 255 - Computer Applications for Accounting	1

TOTAL 30



COURSE DESCRIPTIONS

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

College transfer credit courses, numbered 100 and above, are applicable to all associate degrees and to baccalaureate degrees upon transfer. Courses below 100 do not count for degree credit or 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.

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

- *Enroll and begin at any time.
- *Organize your own time schedule.
- *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.

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. Some courses are offered less frequently than others, depending upon demand.

A C C O U N T I N G

ACCT 100

2 credits

PERSONAL INCOME TAX

A review of significant tax information for intelligent preparation of one's own tax return. Includes an overview of the latest legislation, tax forms, and practical exercises in figuring personal tax returns.

ACCT 101

3 credits

ACCT 102

3 credits

ELEMENTARY ACCOUNTING I & II

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. ACCT 102 is a continuation of introductory accounting concepts and procedures with the introduction of manufacturing operations.

ACCT 210

3 credits

INCOME TAX

A study of Federal and State income taxes relating to individuals, partnerships, and corporations with emphasis on the preparation of tax returns, tax planning, and analysis of selected tax problems.

Prerequisite: ACCT 101

ACCT 252

3 credits

INTRODUCTION TO COST ACCOUNTING

An introductory course in cost accounting for manufacturing operations with thorough treatment of job order, cost accounting and process cost accounting.

Prerequisite: ACCT 102

ACCT 230

3 credits

ACCT 231

3 credits

INTERMEDIATE ACCOUNTING I & II

A treatment in depth of the balance sheet accounts and procedures for their analysis and correction. Study of working capital and fixed assets will be given special emphasis during Fall semester. Special attention will be given to long-term liabilities and stockholder's equity during Spring semester.

Prerequisite: ACCT 102

A N T H R O P O L O G Y

ANTH 101 3 credits
THE STUDY OF MAN

Introduction to Anthropology, including the physical and cultural aspects of man.

ANTH 200 (HIST 200) 3 credits
HERITAGE OF ALASKA NATIVES

History and prehistory of Alaska Native peoples, with emphasis on the Koniag of Kodiak Island. Consideration of traditional culture, cultural contacts, and current issues facing Alaska Natives.

ANTH 242 3 credits
NATIVE PEOPLES OF ALASKA

This class, intended as a continuation of ANTH 200, will provide close study of Native cultures of Alaska, including language, economy, kinship, religion and art. Emphasis will be on the dynamics of culture change.

A R T

ART 101 3 credits

ART 102 3 credits

BEGINNING CERAMICS

Introduction to the making and firing of clay objects. Study of clay methods of forming, decorating, glazing, and firing. Handbuilding and introduction to wheel throwing.

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 caning.

ART 120 1 credit
INTERMEDIATE STAINED GLASS

Continuation of beginning stained glass with emphasis on advanced use of lead came and copper foil.

ART 130 3 credits
BEGINNING CALLIGRAPHY

The art of lettering. Writing and practicing the Roman alphabet and formal Italic, emphasis on writing position, order of pen strokes, spacing, practice, suggestions, and exercises. Introduction to various tools, including pens, inks, papers, and watercolors. Students learn the following alphabets: Bookhand, Italic, and/or Uncial. Also covered is numbering, overview of color usage, and design.

ART 121 1 credit
ALEUT BASKETWEAVING

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

ART 123 3 credits
WATERCOLOR PAINTING

A watercolor class for beginners covering materials, technique, and composition. Lessons will involve slides, lectures, demonstrations by teacher, and work by students. The class will cover some art history and will involve analyzing paintings by contemporary watercolorists.

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 166 3 credits
ADVANCED WOODCARVING

A continuation of ART 165 using knives and gouges, selection of patterns, proper tool sharpening. Emphasis on carving in the round and relief carving.

ART 201 3 credits

ART 202 3 credits

INTERMEDIATE CERAMICS

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

ART 205 3 credits
ART 206 3 credits

INTERMEDIATE DRAWING

Continuation of basic drawing and shading skills. Mixed media such as colored pencil and watercolor will be introduced.

Prerequisite: ART 105 or ART 106

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, 106, or permission of the instructor.

ART 215 (HE 215) 3 credits
ART 216 (HE 216) 3 credits

WEAVING

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

ART 221 3 credits
INTRODUCTION TO PHOTOGRAPHY

Basic principles of photography; exploration of photography as a means of artistic expression; its relationship to other art media.

ART 223 3 credits
WATERCOLOR PAINTING AND COMPOSITION

Development of individual approach to watercolor media.

Prerequisite: ART 123

ART 224 3 credits
INTERMEDIATE PHOTOGRAPHY

A continuation of ART 221, with emphasis on darkroom techniques. Students will learn the entire black and white film developing and printing process.

ART 230 3 credits
ART 231 3 credits

INTERMEDIATE/ADVANCED CALLIGRAPHY

One new alphabet is introduced, with alphabet variations stressing development of individual styles, design, and use of color. Exercise in becoming proficient with letter forms.

Prerequisite: ART 130

ART 260 3 credits
ART APPRECIATION

A course designed for the non-art 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.

A V I A T I O N T E C H N O L O G Y

AT 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 Regulations, FAA Airman's Information Manual (AIM), radio communications, and radio navigation.

AT 102 4 credits
COMMERCIAL GROUND INSTRUCTION

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

AT 119 1 credit
FLIGHT SIMULATOR INSTRUCTION: BASIC PROCEDURES

An introduction to the ATC610 Flight Simulator, providing opportunity to study and practice basic flight maneuvers, procedures, and technique. The individualized simulated training will serve as a valuable supplement to or preparation for actual flight training. (Enrollment allows scheduled use of the flight simulator for training purposes). Prerequisite: Must be at least a private pilot pursuing instrument rating.

AT 200

4 credits

INSTRUMENT GROUND SCHOOL

Instruction in the Federal Aviation Administration regulations that apply to flight under IFR conditions, the Airman's Information Manual, and the IFR air traffic system and procedures; dead reckoning appropriate to IFR navigation, IFR navigation by radio aids using the VOR, ADF, and ILS systems, and the use of IFR charts and instrument approach plates; the procurement and use of aviation weather reports and forecasts, and the elements of forecasting weather trends on the basis of that information and personal observation of weather conditions; and the safe efficient operation of airplanes under instrument weather conditions. Prerequisite: AT 100 or passing score on the FAA Private Pilot written exam.

B I O L O G Y**BIOL 100**

1 credit

SURVEY OF KODIAK FLORA

This course is designed for those interested in learning about Kodiak's flora by helping to prepare pressed plant specimens.

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 relationship; 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 Science.

Prerequisite: BIOL 105

BIOL 111

4 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. (Includes lab work).

BIOL 112

4 credits

HUMAN ANATOMY AND PHYSIOLOGY

BIOL 112 is a continuation of BIOL 111 the study of structure and function of the digestive, urinary, respiratory, reproductive and endocrine systems. Microbiology incorporated. (Includes lab work).

Prerequisite: BIOL 111

BIOL 150

3 credits

MARINE BIOLOGY OF KODIAK

An elementary course in marine natural history with emphasis on intertidal invertebrates and algae. Other topics will include seabirds, marine mammals, fish, bottom organisms, and plankton.

BIOL 242

4 credits

INTRODUCTION TO MICROBIOLOGY

Survey of the morphology and physiology of microorganisms, their role in ecology and their relationship to man. (Includes lab work).

Prerequisite: BIOL 105

B U S I N E S S A D M I N I S T R A T I O N**BA 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.

BA 165

3 credits

INTRODUCTION TO SMALL BUSINESS OWNERSHIP AND MANAGEMENT I

This course emphasizes the nature of small business, knowing one's own potential as an entrepreneur, the business plan, types of ownership, marketing strategy, choosing the location, financing, legal issues, and governmental issues.

BA 166

3 credits

INTRODUCTION TO SMALL BUSINESS OWNERSHIP AND MANAGEMENT II

For those persons who are starting or currently own small businesses and are in need of assistance in maintaining them. This course emphasizes managing human resources, sales, finances; promoting the business; keeping records; and protecting the business.

Prerequisite: BA 165

BA 233

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.

BA 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.

BA 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.

Prerequisite: BA 241

C H E M I S T R Y**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.

C O M P U T E R I N F O R M A T I O N S Y S T E M S**CIS 101A**

1 credit

INTRODUCTION TO COMPUTERS AND COMPUTER LITERACY

Basic introduction to this new and rapidly developing area of technology. System evaluation, limitations, and capabilities will be covered.

CIS 101B

2 credits

INTRODUCTION TO DATA PROCESSING

Overview of the role of computers in the working environment, details of computer hardware and software, an introduction to programming methods. (Designed as a follow-up on CIS 101A)

CIS 102 3 credits
PROGRAMMING IN BASIC

Introduction to the common micro-computer language BASIC - Beginners All Purpose Symbolic Instruction Code, using micro-computers and mainframe systems with an overview of literacy concepts.

CIS 105 3 credits
FORTRAN I

A first course in the computer language FORTRAN, the standard data processing language for manipulating numerical information. Use of University time-sharing system and text editors to create, modify, and debug programs. Requiring use of the keyboard and files for data entry.

CIS 106 3 credits
BEGINNING PROGRAMMING IN PASCAL

A first course in computer programming in the language that has set the standard for applications software. Includes micro and mainframe computer systems and an overview of literacy concepts.

CIS 107 3 credits
INTRODUCTION TO LOGO PROGRAMMING

A beginning computer class in LOGO, a language of discovery and exploration, especially suited for problem solving in an experience-based learning environment.

CIS 108 3 credits
PROGRAMMING IN FORTH

Programming in the computer language FORTH, originally developed for the critical hardware applications, and now including many of the sophisticated characteristics of higher level languages while maintaining extremely fast execution times and extensible source code.

CIS 111 2 credits
INTRODUCTION TO MICROCOMPUTER APPLICATIONS

This class is designed as a follow-up course for CIS 101A with an emphasis on small business and personal computers. Software that will be covered includes word processing, electronic spreadsheets (a possibility for computerized accounting), and a database package (a possibility for computerized inventories).

Prerequisite: CIS 101A or consent of instructor.

CIS 112 2 credits
INTRODUCTION TO WORD PROCESSING

Techniques of word processing from basic entering and editing of text to the final draft. Includes management of disks, printers, mailing lists and the use of computerized dictionaries for checking misspellings.

CIS 113 2 credits
INTRODUCTION TO ELECTRONIC SPREADSHEETS WITH LOTUS 123

Introduction to using an electronic spreadsheet to develop individualized accounting ledger system on a computer.

CIS 114 2 credits
INTRODUCTION TO DATABASE SOFTWARE WITH DBASE III

Introduction to developing a tailor-made inventory and other database applications on a computer. Database software is probably the most versatile and flexible business application currently on the market.

CIS 122 3 credits
INTRODUCTION TO COMPUTERS FOR SECONDARY TEACHERS

A non-technical overview of computers and their applications in secondary schools. Word processing and electronic spreadsheet software will be related to education. Software that can be used in the classroom will also be covered.

CIS 123 2 credits
DATA ENTRY, STAT PACKAGES, AND GRAPHICS

Teaches techniques of entering survey data into a computer, manipulating data with standard statistical routines, and producing final draft presentations of conclusions and results with graphics. Students work on their own survey data, or use data provided by instructor. (Examples use fisheries related data).

CIS 202 3 credits
APPLIED PROGRAMMING IN BASIC

An advanced course in the use of the language BASIC with applications demonstrating the use of files, structured data, and programming style.
Prerequisite: CIS 102



CIS 206

3 credits

APPLIED PROGRAMMING IN PASCAL

An advanced course in the use of Pascal with applications demonstrating the use of files, structured data and programming style.

Prerequisite: CIS 106

E C O N O M I C S**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

E D U C A T I O N**ED 201**

3 credits

ORIENTATION TO EDUCATION

Designed to acquaint the prospective teacher with the nature of teaching, including the scholastic, professional, and personality requirements for effective teaching. Involves observation time in the public schools. Open to all students. Recommended for students majoring or minoring in education.

ED 216

3 credits

CHILDREN'S LITERATURE

Intended for teachers, parents, librarians, or anyone interested in reading many books for preschoolers through 6th grade. Much attention to selection and best use of children's literature.

E N G L I S H

- Notes:
1. Non-credit courses in study skills, reading improvement and writing are regularly offered in the Adult Education Lab.
 2. For all ENGL 101 courses: Credit applies as Humanities Elective but not toward composition requirements. ENG 067 does not transfer.

ENGL 067 1 credit
ABOUT WORDS, SENTENCES, AND SURVIVING: ELEMENTARY GRAMMAR

This course is an introduction to basic grammar, and its application in developing writing skills. This is designed for students who want non-college credit, yet who desire basic working knowledge of English grammar. It will cover simple parts of speech, basic sentence construction and development.

Prerequisite: High school diploma or G.E.D.

ENGL 101A 1 credit
VOCABULARY BUILDING

Designed to increase vocabulary through use of various approaches including word recognition drills, practice exercises, word roots, prefixes, and word group origins.

ENGL 101B 1 credit
SPELLING IMPROVEMENT

Improvement of spelling skills by working on rules of spelling, phonics, skills in proofreading, practice, and use of dictionary.

ENGL 101C 1 credit
ENGLISH GRAMMAR

Instruction in correct grammatical usage including word choice, parts of speech, agreement in elements of the sentence, and writing basic paragraphs.

ENGL 101E 1 credit
SENTENCE STRUCTURE

Practice in writing effective sentences using parallel structure, subordination, coordination, and precise word choice.

ENGL101F 1 credit
REFRESHER WRITING SKILLS

This course will renew and build writing skills in students interested in refreshing inactive writing skills for general self-improvement. Students will be assigned writing tasks centered upon the student's interest.

ENGL 111 3 credits
METHODS OF WRITTEN COMMUNICATION

Intensive instruction in the basic modes of written discourse. Includes the following: orderly thought, clear expression, conciseness analysis and comprehension of writing style, and technical proficiency. Prerequisite: Students enrolling for ENGL 111 must take ASSET test and attain a satisfactory score.

- ENGL 131** 3 credits
INTRODUCTION TO LITERATURE
 Introduction to the analysis and appreciation of fiction, drama, and poetry. Recommended for students considering the transfer degree and/or ENGL 211.
- ENGL 150** 3 credits
WOMEN WRITERS
 A survey of female authors, with examination of how they portray women and men in their writings.
- ENGL 180** 1 credit
BEGINNING SIGN LANGUAGE
 Manual alphabet and approximately 700 signs, with emphasis on signing exact English and conversation.
- ENGL 181** 1 credit
ADVANCED SIGN LANGUAGE
 Development of listening, comprehension, speaking, reading, and writing with emphasis on oral work, basic grammar, and vocabulary.
 Prerequisite: ENGL 180
- ENGL 201** 3 credits
MASTERPIECES OF WORLD LITERATURE I
 A lively fifteen week survey of literature from ancient Sumarian times (3500 B.C.) through Shakespeare (1616 A.D.) Emphasis is on comprehension and enjoyment while developing interests in various genres of great literature.
 Prerequisite: ENGL 131, 111 or permission of instructor.
- ENGL 202** 3 credits
MASTERPIECES OF WORLD LITERATURE II
 To develop familiarity and interpretation of selected masterpieces from the Renaissance to the Twentieth Century.
 Prerequisite: ENGL 111
- ENGL 207** 3 credits
AMERICAN PRIZEWINNERS
 Interpretation and discussion of works by 20th century Americans who have won the Nobel or Pulitzer prizes for their literary accomplishments.

- ENGL 211** 3 credits
INTERMEDIATE COMPOSITION WITH MODES OF LITERATURE
 Practice of written interpretation of fiction, drama, and poetry, applying critical analysis. Includes research writing techniques, including the improvement of library/bibliography skills.
 Prerequisite: ENGL 111 or a high score on ASSET test and permission of instructor.
- ENGL 212** 3 credits
TECHNICAL REPORT WRITING
 Practice in writing formal business, scientific, and legal reports. Assignments correlated with student's job-related writing requirements. Student should be well versed in his/her own technical field.
 Prerequisite: ENGL 111
- ENGL 213** 3 credits
INTERMEDIATE EXPOSITION: THE ESSAY (non-fiction)
 A critical review and practice of the essay. The essay as an art form will be examined using an anthology of essays by major 19th and 20th century essayists. Emphasis will be on style, clarity and structure.
 Prerequisites: ENGL 111 ("C" or above), or ENGL 131 with a grade of "A".
- ENGL 220** 3 credits
LITERARY GREAT BRITAIN
 Study of the British Isles through some of its authors. Includes England, Scotland, Wales, and Ireland. Attention to the effect of the writers' surroundings on their literature and on places of interest that can be visited today.
- ENGL 235** 2 credits
THE ILIAD
 A reading and review course covering the 24 books of Homer's Iliad. Emphasis will be on key myths, mythological figures, and the development of oral literature into written form.
- ENGL 240** 3 credits
LITERATURE OF THE SOUTH
 Explores the essence and the diversity of the South, through literary works by outstanding authors including Faulkner, Welty, Wright, and Wolfe.

ENGL 250 3 credits
LITERATURE OF THE AMERICAN WEST

Works by naturalists, explorers, early travelers, settlers, and historians, as well as fiction writers. Textbook of short writings and excerpts is supplemented with required list of longer works by Steinbeck, Cather, Muir, Lewis and Clark, Twain, W.V.T. Clark, Russell, and others.

ENGL 261 3 credits
CREATIVE WRITING

Study and practice in techniques of creative writing, rewriting, editing, and criticizing short stories, novels, and poetry. Preparing and polishing written work for publication.
Prerequisite: ENGL 111

ENGL 265 3 credits
LITERATURE OF THE NORTH

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

F I S H E R I E S T E C H N O L O G Y

DESL 110 3 credits
BEGINNING DIESEL ENGINES

Fundamentals of basic diesel engines. Course includes troubleshooting and preventive maintenance.

FT 100 1 credit
GILLNET HANGING AND REPAIR

Theory and practice of gillnet hanging and repair as applied in the Alaskan salmon and herring gillnet fisheries, including special techniques.

FT 103 1 credit
OUTBOARD MAINTENANCE AND REPAIR

Enables individual to be aware of factors that cause engine failure, to correct minor engine breakdowns in the field, preventive maintenance, and storage procedures.

FT 105 (PE 101) 3 credits
SCUBA DIVING

Lectures on diving techniques, gear safety with emphasis on crisis situations, supplemented with work in pool and ocean environment. Students completing course successfully receive diver's certificate.

FT 113**3 credits****COASTAL PILOTING AND NAVIGATION**

Development of navigation techniques and familiarity with local water. Includes chart reading, compass, piloting, aids to navigation, and rules of the road.

F R E N C H**FREN 101****3 credits****FREN 102****3 credits****ELEMENTARY FRENCH**

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

Prerequisite for FREN 102: FREN 101

H E A L T H A N D S A F E T Y**EMT 105****2 credits****EMERGENCY TRAUMA TECHNICIAN (ETT)**

Emergency Trauma Technician is more than a first aid course. It is less than half an EMT course. It is designed for the person who wants to be able to respond to a medical emergency, but currently does not intend to ride on an ambulance.

EMT 119**3 credits****EMERGENCY MEDICAL TECHNICIAN**

Overall objective is to improve quality of emergency care rendered to victims of accidents and illness. At least 81 hours are required to develop the necessary skill level. Practical application, control of bleeding, application of splints, prevention of shock, and other basic life support techniques are emphasized.

PE 100M**3 credits****ALASKA MARITIME SURVIVAL**

This course provides preparation for the serious survival situation on land or sea. All aspects of the cold water environment of the Aleutians is covered including identification and use of equipment at sea, cold injuries and emergency treatment in the field, and the seven steps of survival and how to apply them on the beach. Also covers poisonous and edible plants and animals. Sea survival will be practiced in the water.

H I S T O R Y

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 131 3 credits
HISTORY OF THE U.S.

Discovery and exploration, Colonial period, American Revolution, the Constitution, Federal period, Jeffersonian-Jacksonian Democracy, covering a time-frame through the Civil War.

HIST 132 3 credits
HISTORY OF THE U.S.

This course begins where HIST 131 leaves off with the Reconstruction of the South following the Civil War up to and including the Viet Nam War. This course concludes with a study of modern society following the Viet Nam war.

HIST 200 (ANTH 200) 3 credits
HISTORY OF ALASKA HERITAGE

History and prehistory of Alaska Native peoples, with emphasis on the Koniag of Kodiak Island. Consideration of traditional culture, cultural contacts, and current issues facing Alaska Natives.

HIST 241 3 credits
HISTORY OF ALASKA

The history and development of Alaska's people has matched the diversity of its landscape, beginning with the Russian discovery and occupation in 1741; through the U.S. purchase in 1867; the turn-of-the-century gold rush; territorial status; World War II military expansion; to the present day with its oil discoveries and the Alaska Native Claims Settlement Act. Specific attention will be paid to the parallel history of Kodiak throughout the class

HIST 242

3 credits

HISTORY OF KODIAK

The history and development of Kodiak, beginning with the Native peoples and including the Russian discovery and occupation, World War II military expansion, and developments to the present day.

H O M E E C O N O M I C S**HE 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.

HE 135

2 credits

BASIC SEWING I

Designed for beginning students with little or no knowledge of sewing. Experience in the use of sewing machine and basic equipment, patterns, fabric, and notions.

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 Nursing students.

HE 215 (ART 215)

3 credits

HE 216 (ART 216)

3 credits

WEAVING

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.

HE 245 (PSY 245)

3 credits

CHILD DEVELOPMENT

Theory of human, mental, emotional, social, and physical development.

Prerequisite: PSY 101

HUMANITIES

HUM 211

3 credits

HUM 212

3 credits

HUMANITIES

Comprehensive approach to the integrated humanities surveying the major artistic achievements and ideas of Western culture from Ancient Greece to the present through a well-balanced coverage of art, music, literature, and philosophy. No prerequisite.

JUSTICE

JUST 110

3 credits

INTRODUCTION TO JUSTICE

Survey of philosophies, functions, and methods of social control with emphasis on the role of law and those involved in its administration - police, courts, corrections organizations. 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.

JUST 251

3 credits

CRIMINOLOGY

The study of deviant behavior and theories of crime causation and their relationship to society, law, and law enforcement.

Prerequisite: JUST 110

LIBRARY SCIENCE

LS 101

1 credit

LIBRARY SKILLS

An independent study course in library resources and how to use them. No class sessions are held; the student works individually.

MATHEMATICS

MATH 055

3 credits

ELEMENTARY ALGEBRA

A beginning algebra course. Topics include signed numbers, polynomials, factoring, exponents, radicals, algebraic fractions, equations, inequalities, quadratic equations.

MATH 103

3 credits

CONCEPTS OF MATH I

This course is designed for the student who has a limited background in math. Topics include a basic math review of fractions, decimals and percents, sets, logic, numeration systems, rational and real number theory, consumer math, simple algebra, simple geometry, and some work on the computer. This course is intended to satisfy the general education requirements and should be appealing to liberal arts students. Offered each fall as a lecture class.

MATH 104

3 credits

CONCEPTS OF MATH II

This course is for the student who has a limited background in math. It is intended to satisfy the general education requirements and should be appealing to liberal arts students. Topics include basic math review of fractions, decimals, percent, geometry, simple algebra, probability, statistics, and introduction to computer programming. MATH 103 and MATH 104 cover different topics and may be taken in any order. Offered each spring as a lecture class.

MATH 105

3 credits

INTERMEDIATE ALGEBRA

Presumes a solid foundation in elementary algebra. This course extends the student's ability to perform algebraic manipulations at the intermediate level. Additional topics: Graphing, complex numbers, functions and systems of equations.

Prerequisites: One year of high school algebra (grade C or better) or MATH 055.

MATH 107

3 credits

COLLEGE ALGEBRA

A sophisticated and advanced algebra course for students with a solid algebra background. Review and extension of MATH 105; teaches logarithms, binomial theorem, Cramer's rule, matrices, and determinants.

Prerequisites: 2 years high school algebra (grade C or better) or MATH 105 or equivalent.

MATH 108

3 credits

TRIGONOMETRY

This course includes trigonometry functions and equations, identities, use of trigonometry tables and solutions of triangles. For the student who is thoroughly proficient in algebra.

Prerequisites: MATH 107 or equivalent.

MATH 110

3 credits

MATHEMATICS OF FINANCE

Designed for the student with a modest mathematical background who wishes to develop skills in applied business mathematics and financial matters. Includes review of basic math, simple and compound interest, discount, selling at retail, installment buying, payrolls, depreciation.

Prerequisite: 1 year high school algebra or permission of instructor.

MATH 114

3 credits

GEOMETRY

This course includes understanding lines and angles, geometric proofs involving congruent triangles, parallel lines, quadrilaterals, finding areas of circles and polygons and constructions using straight edge and compass.

Prerequisites: 1 year high school algebra (grade C or better).

MATH 200

4 credits

CALCULUS I

An introductory course in the calculus. Topics include review of functions and analytic geometry, limits, continuity, derivatives of algebraic forms, applications of the derivative, the definite and indefinite integral.

Prerequisites: MATH 107 and MATH 108.

MATH 201

4 credits

CALCULUS II

Differentiation and integration of exponential, logarithmic, and trigonometric functions, techniques of integration, applications of the integral, parametric equations, arc length, polar coordinates.

Prerequisite: MATH 200

MATH 202

4 credits

CALCULUS III

Vectors infinite series, partial derivatives, three dimensional analytic geometry, multiple integration.

Prerequisite: MATH 201



MATH 205

3 credits

MATH FOR ELEMENTARY SCHOOL TEACHERS I

Topics include problem solving strategies, set theory, logic, numeration systems, number theory, rational numbers, work with integers, solving equations and inequalities, calculators, consumer math, introduction to LOGO programming, and evaluation of educational software.

Prerequisite: 1 year high school algebra

MATH 206

3 credits

MATH FOR ELEMENTARY SCHOOL TEACHERS II

Topics include geometry, measurement, metric system, topology, algebra, probability, statistics, and introduction to BASIC programming, and evaluation of educational software.

Prerequisite: MATH 205

MATH 207

3 credits

INTRODUCTION TO PROBABILITY AND STATISTICS

This course includes basic probability terminology, properties of probability, union and complement of events, permutations, combinations, conditional probability of some basic probability models.

Prerequisite: MATH 107

MUSIC**MUS 103**

3 credits

MUSIC FUNDAMENTALS

A beginning study of the language of music. Suggested for students with little or no knowledge of music or for liberal arts and education majors. Also ideal for anyone taking private lessons. Introduces musical notation, rhythms, intervals, scales, simple chords, keys. Includes reading, writing, keyboard application. This is an individualized lab course. The student will meet with the instructor weekly.

MUS 123

3 credits

MUSIC APPRECIATION

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 135 1 credit
BEGINNING FOLK GUITAR

First semester course for those who do not read music or play guitar. Covers chords and several basic fingerpicking and strumming patterns. Student must provide own guitar.

MUS 145 1 credit
FOLK GUITAR II

Continuation of fingerpicking and strumming patterns learned in Beginning Folk Guitar, with addition of theory related to Folk Guitar. Student must provide own guitar.
Prerequisite: Knowledge of basic chords.

MUS 185 3 credits
HISTORY OF JAZZ

A survey of American Jazz from the African roots to contemporary jazz including early American Negro music through the eras of Ragtime, New Orleans Jazz, Swing, Bebop, Soul, Free Jazz and Jazz Rock. You will enjoy hearing the characteristic sounds and listening to important artists of each period. An individualized lab course consisting of 45 half-hour tape-recorded programs produced in the studios of Pasadena City College.

OFFICE OCCUPATIONS

OO 082 3 credits
CLERICAL ACCOUNTING I

This course includes the elements of accounting, the accounting equation, and the analysis of all business transactions.

OO 083 3 credits
CLERICAL ACCOUNTING II

This course introduces you to subsystems and procedures for handling cash receipts, cash payments, purchases, sales, personnel and payroll (new), and general accounting as well as the complete accounting cycle of a merchandising business.
Prerequisite: OO 082

OO 084 2 credits
CLERICAL ACCOUNTING III

This course develops procedures necessary for updating accounting records for uncollectible accounts, depreciation, accruals, and deferrals.
Prerequisite: OO 083

00 085 1 credit
DATA ENTRY OPERATIONS

Course develops keyboard dexterity and accuracy to the level required for operating data entry equipment. Emphasis is on common data entry procedures used in accounting and computer programming.

Prerequisite: 00 101

00 101 1-3 credits
BEGINNING TYPEWRITING

Course provides basic typewriting skill with emphasis on correct techniques and development of speed and accuracy.

00 102 3 credits
INTERMEDIATE TYPEWRITING

Course develops increased speed and accuracy.

Prerequisite: 00 101 or equivalent proficiencies.

00 109 1 credit
TYPEWRITING SKILL BUILDING

Course is designed to improve speed and/or accuracy on straight copy typing.

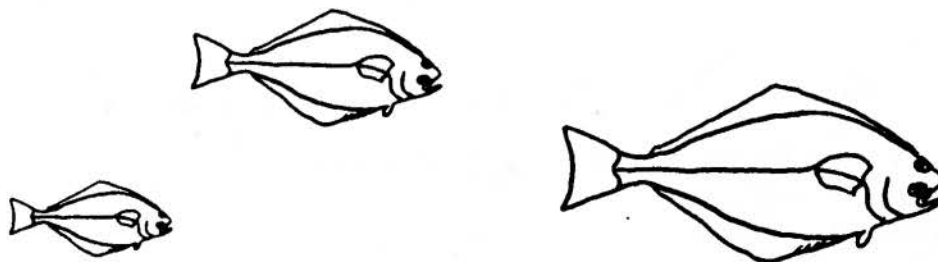
Prerequisite: 00 101 or equivalent proficiencies.

00 115 3 credits
MATH AND CALCULATING MACHINES

Course integrates the concepts of business math and instruction for solving problems with calculating machines.

00 120 1-3 credits
COMPREHENSIVE BUSINESS ENGLISH

Course will cover English fundamentals as they apply to business situation.



- 00 130** 4 credits
BEGINNING SHORTHAND
Course presents the principles of shorthand and develops ability to read shorthand and take dictation at 60 to 80 words per minute. For business or personal use.
Prerequisite: 00 101 and 00 120
- 00 132** 3 credits
INTERMEDIATE SHORTHAND
Course develops ability to construct new outlines from dictation and to construct outlines during dictation of 80 to 100 words per minute and to transcribe mailable copy.
Prerequisites: 00 130 or demonstration of equivalent proficiencies.
- 00 170** 3 credits
OFFICE PROCEDURES
Course is designed to prepare the student to carry out the duties and responsibilities of a general office employee.
Prerequisite: 00 102 and 00 120 or equivalent proficiencies.
- 00 171** 3 credits
MEDICAL OFFICE PROCEDURES
Course prepares one to establish and maintain medical records through the use of projects and simulations.
Prerequisite: 00 102 and 00 120 or equivalent proficiencies.
- 00 203** 3 credits
ADVANCED TYPEWRITING
Course is designed for student to achieve the level of typing skill that will assure successful performance in a business office.
Prerequisite: 00 102 or equivalent proficiencies.
- 00 220** 1-3 credits
WRITTEN BUSINESS COMMUNICATIONS
Course emphasizes the principles of writing as they apply to letters, memos, and reports.
Prerequisites: 00 120 or equivalent proficiencies.
- 00 230** 3 credits
MACHINE TRANSCRIPTION
Course develops ability to transcribe efficiently using a cassette tape dictation/transcription unit.
Prerequisites: 00 131 and 00 203 or equivalent proficiencies.

00 240 1 credit
WORD PROCESSING CONCEPTS AND APPLICATIONS

Course introduces the basic governing concepts common to all word processing systems.
Prerequisites: 00 102 and 00 120 or equivalent proficiencies.

00 242 1 credit
BASIC WORD/INFORMATION PROCESSING APPLICATIONS

Course develops word processing concepts of insertion, deletion of text, finding and replacing words, moving blocks, and centering on two different computers with a variety of software.
Prerequisite: 00 101 or instructor approval.

00 243 1 credit
ADVANCED WORD/INFORMATION PROCESSING APPLICATIONS

Includes advanced word processing capabilities of formatting, merging documents, file inserting, and merging variables within documents.
Prerequisites: 00 101, 120, and 242 or instructor approval.

00 244 1 credit
WORD/INFORMATION PROCESSING SIMULATIONS

Course reinforces concepts and applications learned in previous courses and gives the student a chance to try their skills in an on-the-job simulation.
Prerequisite: 00 243

00 255 1 credit
COMPUTER APPLICATIONS FOR ACCOUNTING

Course provides a transition from manual accounting to automated accounting on the micro-computer.
Prerequisites: 00 084 and 00 101.

00 270 3 credits
SECRETARIAL OFFICE PROCEDURES

Course provides a knowledge of procedures required of a secretary in any type of office situation.
Prerequisite: 00 102 and 00 120 or equivalent proficiencies.

00 272 3 credits
LEGAL OFFICE PROCEDURES

Course provides realistic projects which will prepare the secretary for any legal office situation.

Prerequisites: 00 102 and 00 120 or equivalent proficiencies.

00 276 3 credits
FILING AND RECORDS MANAGEMENT

Course presents the methods and procedures used in the management of information and records.

00 278 3 credits
HUMAN RELATIONS

Course offers opportunity to gain insight into personal behavior and to develop the human relations skills needed for getting along with others.

00 292 1-9 credits
SIMULATIONS AND PROJECTS

Cooperative work experience placement for students who have completed a minimum of 12 credit hours in office occupations. Specialized courses of study may be arranged with instructor approval.

P H I L O S O P H Y

PHIL 201 3 credits
INTRODUCTION TO PHILOSOPHY

Basic concepts, problems, and methods, as reflected in writings of great philosophers of the Western philosophical tradition.

P H Y S I C A L E D U C A T I O N

PE 100A 1 credit
AEROBIC EXERCISE

Cardio-vascular exercise to build fitness and endurance.

PE 100D 1 credit
DANCE FITNESS

Ballet and modern dance techniques for strength, flexibility, and muscle tone.

PE 100H 1 credit
HIKING KODIAK TRAILS

Hiking Kodiak Trails for the non-initiated or those who would prefer to go in a group. An opportunity to learn survival skills as well as new trails in Kodiak.

PE 100K 3 credits
PE 200K 3 credits

BEGINNING/INTERMEDIATE KARATE

Students will learn Shotokan style of karate with basic techniques in karate and judo in fighting and self-defense. For Intermediate Karate students, a continuation of Beginning Karate.

Prerequisite for PE 200K: PE 100K or permission of instructor.

PE 100M 3 credits
ALASKA MARITIME SURVIVAL

This course provides preparation for the serious survival situation on land or sea. All aspects of the cold water environment of the Aleutians is covered including identification and use of equipment at sea, cold injuries and emergency treatment in the field, and the seven steps of survival and how to apply them on the beach. Also covers poisonous and edible plants and animals. Sea survival will be practiced in the water.

PE 100S 1 credit
WINTER CAMPING AND SURVIVAL

An introduction to the skills and knowledge necessary for emergency survival. Survival gear, preparedness, emergency rations and health care, finding food, erecting shelter and building a fire.

PE 100W 1 credit
WEIGHT TRAINING FITNESS

Students meet with instructor at assigned time for development of individual fitness routine and spend additional time each week working out in the lab.

PE 101 (FT 105) 3 credits
SCUBA DIVING

Lectures on diving techniques, gear safety with emphasis on crisis situations, supplemented with work in pool and ocean environment. Student completing course successfully receives diver's certificate.

PE 110B 1 credit
BEGINNING BOWLING
Basic fundamentals for the beginner. Covers bowling technique, posture and position, and scoring.

PE 210B 1 credit
INTERMEDIATE BOWLING
The second level course, providing bowling instruction to the person who knows basic techniques and wishes to further develop skills.

PE 230B 1 credit
ADVANCED BOWLING
Instruction for the practiced bowler who wishes to gain improved style and consistency in scoring.

P O L I T I C A L S C I E N C E

PS 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.

P S Y C H O L O G Y

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 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.

PSY 224 3 credits
PSY 225 3 credits

SUBSTANCE ABUSE COUNSELING I and II

Theory and knowledge for counselors of alcohol and drug user/abusers. Students will be able to formulate a theoretical framework for utilizing beginning counseling skills.

PSY 245 (HE 245) 3 credits
CHILD DEVELOPMENT

Theory of human, mental, emotional, social, and physical development.

P U B L I C C O M M U N I C A T I O N S

PC 216 3 credits
PC 217 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 applied in a combination lecture/workshop format. Students will have the opportunity to participate in a weekly news program on Channel 13 and/or to undertake their own television production.

R U S S I A N

RUSS 101 3 credits
RUSS 102 3 credits

ELEMENTARY RUSSIAN

Development of the four skills (listening comprehension, speaking, reading, and writing) with emphasis on oral work, basic grammar, and vocabulary.

Prerequisite for RUSS 102: RUSS 101

S E A F O O D S C I E N C E

FT 150 4 credits
INTRODUCTION TO FISHING TECHNOLOGY AND SEAFOOD PROCESSING

This is an overview of the seafood processing industry from the fishing boat to the consumer. Includes fishing methods, fish handling at sea, identification and biology of commercially important species, basic methods of preservation, sanitation, marketing.

FT 151 4 credits
SEAFOOD PROCESSING I

This course covers processing techniques for all Alaskan species of seafood. Students are exposed to industrial equipment in Kodiak processing plants.

FT 166 3 credits
STATE AND FEDERAL REGULATIONS RELATED TO PROCESSING

This course considers regulations pertaining to seafood processing, licensing, and the preparation of a State of Alaska-required Plan of Operation.

FT 170 2 credits
PLANT MAINTENANCE: SANITATION

This course covers the principles of plant sanitation in some detail. It includes handling of wastewater and wastes; practical aspects of chlorination, ozonation and use of other sanitizing agents; how to maintain a sanitary plant.

FT 175 2 credits
QUALITY ASSURANCE IN THERMAL PROCESSING

This course covers all aspects of thermal processing as applied in the seafood industry: Principles and practice of retorting, record keeping, equipment and instrumentation, quality control procedures, and product change upon processing.

FT 251 4 credits
SEAFOOD PROCESSING II

This course explores in detail the scientific principles involved in seafood processing.
Prerequisite: FT 151

FT 260 4 credits
FOOD CHEMISTRY AND PRESERVATION

This course covers the chemical makeup of foods and also aspects of microbiology pertinent to the seafood industry which are not covered in depth in an introductory microbiology course.

FT 280 1-4 credits
PRACTICUM IN SEAFOOD PROCESSING

Student will receive credit for seasonal work experience in the seafood processing industry. Instructor approval required.

S O C I O L O G Y

SOC 101

3 credits

INTRODUCTION TO SOCIOLOGY

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

SOC 102

3 credits

INTRODUCTION TO SOCIOLOGY

Expansion of sociological concepts introduced in SOC 101 through application to the institutions of family, economy, politics, education, and religion and major social trends.

Prerequisite: SOC 101

SOC 201

3 credits

SOCIAL PROBLEMS

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

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. SOC 101 recommended.

S P A N I S H

SPAN 101

3 credits

SPANISH I

The student will learn and use Spanish phrases which incorporate basic Spanish grammar and commonly used expressions. Verb tenses covered are the present tense and a compound pattern for expressing the future. There is some original writing and class conversation. This class is for beginning students or those who want to increase their Spanish speaking skills.

SPAN 102

3 credits

SPANISH II

The student builds speaking skills by continuing to learn Spanish phrases and the accompanying grammatical explanation. Some uses of the subjunctive verb forms are taught.

The preterite verb tense is introduced at the end of the semester. After completing SPAN 101 and SPAN 102, a student will have a strong conversational foundation and will be ready to travel, understand and make himself understood in a Spanish-speaking country.
Prerequisite: SPAN 101 or permission of the instructor.

SPAN 201
SPANISH III

3 credits

The student will learn and use Spanish phrases which will expand vocabulary and review the material covered in SPAN 101 and 102. The student will get extensive practice using the present tense, the subjunctive voice, and the preterite verb tense. There is some translation, original writing, and class conversation.
Prerequisite: SPAN 102 or permission of the instructor.

SPAN 202
SPANISH IV

3 credits

The student will continue to build Spanish vocabulary by learning basic sentences and their accompanying grammatical explanations. Verb tenses added are: The imperfect, the present progressive, the present perfect, the pluperfect, the future and the conditional. Other activities include: Translation, original writing, and class discussion in Spanish.
Prerequisite: SPAN 201 or permission of the instructor.

S P E E C H

SPCH 111
FUNDAMENTALS OF ORAL COMMUNICATIONS

3 credits

An introduction to the processes of interpersonal and group communication patterns, focusing on the effective elements of language and culture. Work is based on a specific structural technique combined with creative delivery methods and the essentials of audience analysis, audience response, and constructive listening.

T H E A T R E A R T S

THR 101
THR 102
THEATRE PRACTICUM

1-3 credits

1-3 credits

Participation in drama workshop or lab productions as performer or technical staff member. Participation in productions is required.

THR 201 1-3 credits
THR 202 1-3 credits
THEATRE PRACTICUM
Participation in drama workshop or lab productions as performer or technical staff member.

V O C A T I O N A L A R T S

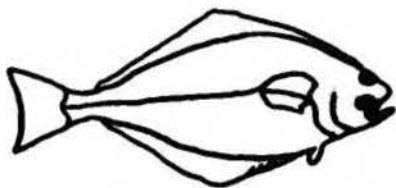
VA 100 2 credits
BEGINNING WOODWORKING
The basics of sound wood design, stock selection, hand and machine tools, cutting and shaping, fastening, surface preparation, stains and finishes.

VA 105 3 credits
FRAME CABIN CONSTRUCTION
A course designed for those planning to build on Kodiak Island. The curriculum starts 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 insight into the makings of a superior building.

VA 120 3 credits
BOATBUILDING
Principles of skiff construction, including lofting, patternmaking, woods, glues, fasteners, and construction.

VA 150 2 credits
FURNITURE REFINISHING
Treatment of old furniture, tightening and refastening, stripping of old finish, smoothing, staining, and application of a new finish.

VA 200 2 credits
ADVANCED WOODWORKING
An advanced version of VA 100 with emphasis on complex assembly techniques. The care and use of machines in building items made from wood.



W E L D I N G

WELD 112

2 credits

BASIC SHIELDED METAL ARC WELDING

A beginning course designed to teach the basics in welding and cutting steel. A series of intensive, highly structured, skill-building exercises in shielded metal arc (stick) welding in all positions. A brief exposure to cutting techniques with shear and oxy/acetylene torch.

WELD 120

2 credits

ADVANCED METAL ARC WELDING

Open to those who have successfully passed WELD 112, or to people who have substantial welding experience. This course starts with a brush up on Shielded Metal Arc Welding, and then moves through practice sessions with Gas Metal Arc Welding (MIG). The MIG work is primarily with steel, but also deals with the more expensive aluminum. Some time is spent with the oxy/acetylene torch and with other cutting methods. Typical fabrication techniques, electrode selection, fitup, and joint design are also addressed.

Prerequisites: WELD 112 or equivalent proficiencies.

WELD 161A

2 credits

BASIC GAS METAL ARC WELDING-STEEL

Training in welding 1/16" and 3/16" mild steel plate using a (MIG) wire feed gun and .035" steel wire. Proper maintenance and setup of equipment and shielding gas. The use of MIG equipment to weld mild steel plate in the flat, horizontal, vertical and overhead positions.

Prerequisite: WELD 112

WELD 161B

2 credits

ADVANCED GAS METAL ARC WELDING-ALUMINUM

This course provides training to develop the manual skills necessary to produce high quality butt and fillet welds on 1/8" and 1/4" aluminum plate in all positions using MIG equipment.

Prerequisite: WELD 161A

W I L D L I F E A N D F I S H E R I E S

WF 110

3 credits

INTRODUCTION TO FISHERIES SCIENCE

An introduction to the principles of fisheries management, shellfish and finfish. Course will emphasize Alaska/Washington area commercial, sports, and subsistence fisheries. Hatchery management will be integrated into this introductory course.

WF 120 4 credits
WF 220 3 credits

FISHERIES BIOLOGY I
FISHERIES BIOLOGY II

An introduction to the biology of shellfish and finfish with special emphasis on age, weight, and growth determination as well as habitat and reproductive biology. These courses will include a laboratory, a semester project, and field work.

WF 125 3 credits
FISHERIES FIELD METHODS I

An introductory course in fisheries field methods. Two units of the course cover practical aspects of fisheries science acquired during apprenticeship position(s) arranged with research/management agencies by Kodiak Community College. One unit of the course includes a series of six seminars concerning the basic policy making apparatus of state and federal agencies in varying approaches to fisheries management and research.

WF 140 3 credits
DATA COMPILATION

A course for various clerical duties which fisheries technicians must perform. This will include drafting, basic statistical methods, and report preparation.

WF 225 3 credits
FISHERIES FIELD METHODS II

Taken during the student's second year or between the first and second year. Practical application of the numerous approaches learned in WF 110 and WF 120. This will be the "hands-on" aspect of fisheries biology/science, augmented through business or agency activities.

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NOTE: Students are responsible for personal items brought to classrooms. The college assumes no liability for personal items.

S T A F F

Ken Boyer	Custodian
Barbara Cristaldi	Administrative Assistant
Violeta Doctolero	Bookstore
Karen Hamer	Bookkeeper
Benjamin Justiniano	Custodian
Patricia Mahoney	Personnel
Dee McDaniel	Registrar
Fely Rambac	Clerical
Michelle Ryan	Media
Lynn Saupe	Purchasing
Donna Smith	Clerical
Martha Weber	Library Aide

F U L L - T I M E I N S T R U C T O R S

Brockman, Susan - 1979 - Math
 Colorado State University, 1964, B.S.; University of Alaska 1968, M.S.;
 Pacific Lutheran University, 1976, M.A.

Hatfield, Charlotte - 1975 - Librarian
 Oregon College, 1969, B.S.; Oregon College, 1974, M.S.

Jamin, Christine - 1981 - Adult Education
 College of St. Rose, 1968, B.A.; Oregon State University, 1981, M.E.

O'Keefe, Sharon - 1981 - Business
 Southern Oregon State College, 1967, B.S.; Southern Oregon State College,
 1981, M.E.

Stevens, Gary - 1975 - Speech
 Linfield College, 1963, B.A.; University of Oregon, 1970, M.F.A.; University
 of Oregon, 1984, PhD.

Warner, Irving - 1985 - English
 University of Alaska, Fairbanks, 1972, BA; University of Maine, Orono, 1983,
 MA.

White, Mark - 1975 - Vocational Education
 State University College, Buffalo, NY, 1969, B.S.; State University College,
 Buffalo, NY, 1971, M.S.

PART - TIME INSTRUCTORS

Approximately 70 part-time instructors teach courses each semester.

VILLAGE INSTRUCTORS

Instructors are hired for the villages of Akhiok, Karluk, Larsen Bay, Old Harbor, Ouzinkie, and Port Lions.

COMMUNITY COLLEGE COUNCIL

Loren White
Marian Johnson
Al Burch
Diedre Bailey
Carolyn Floyd (ex officio)
Jim Buzby
Ginny Shank

Norm Holm
C. Walter Ebell - Chairperson
Noreen Thompson (ex officio)
Donene Tweten
Margaret Hall
Capt. Floyd Rice

PRINCIPAL ADMINISTRATIVE OFFICERS UNIVERSITY OF ALASKA

Dr. Donald O'Dowd	President
Dr. Sherman Carter	Executive Vice President
Dr. Patrick J. O'Rourke	Chancellor, University of Alaska, Fairbanks
Dr. David Outcalt	Chancellor, University of Alaska, Anchorage
Dr. Michael Paradise	Chancellor, University of Alaska, Juneau
Marvin Looney	Chancellor
	Community College Division
	Rural Education and Extension

BOARD OF REGENTS

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

Roy Huhndorf, President	Anchorage
Ann T. Parrish, Vice President.....	Anchorage
Thomas J. Miklautsch, Treasurer.....	Fairbanks
Gordon E. Evans	Juneau
Donald B. Abel, Jr., Past President.....	Juneau
Ruth E. Burnett	Fairbanks
William L. Hensley	Anchorage
Edward B. Rasmuson, Past President	Anchorage
Grace Berg Schaible	Fairbanks
Lance Bousley	Juneau
Robert Franklin Williams	Kenai

DEFINITIONS

Special terms applying to academic procedures of the College are defined as follows:

ACADEMIC YEAR: The period of formal academic instruction usually extending from September through May.

ACCREDITATION: A type of recognition held by an educational institution which gives it status within the state, region, or nation.

AUDITOR: A person may enroll to attend class meetings of selected courses without the usual responsibilities in relation to reports, examinations, etc. Such a person "audits" the course without credit and is referred to as an "auditor".

COURSE: A Unit of instruction about a particular subject such as "U.S. History". Courses consist of regularly scheduled class sessions of one to five (or more) hours per week through the term. A degree program is made up of a specified number of required and elective courses.

CREDITS: Units that are used by the University to record the completion of courses of instruction (with passing or higher grades) that are required for an academic degree. One credit hour is generally one hour of the student's time in the classroom each week for one term.

CROSS REFERENCED COURSES: Some courses may be taken for credit in one of several different departments. For example, ANTH 200 and HIST 200 are the same course. Students may register for the course under the Anthropology or the History prefix.

CURRICULUM: An organized program of study arranged to provide definite cultural or professional preparation; the whole body of courses required for a program or degree.

DEPARTMENT: An area in a division of the college which offers instruction in a particular branch of knowledge; such as the department of History or department of Music.

DIVISION: A field of study such as Business, Humanities, Physical Sciences, Mathematics, Social Sciences.

ELECTIVES: Courses that students may "elect" (choose freely) to take for credit toward their intended degrees--as distinguished from courses that they are required to take.

FEES: An amount charged by the college, in addition to tuition, to cover the costs of institutional services.

FINANCIAL AID: A general term that includes all types of scholarships or grants, money, loans, and part-time jobs offered to a student.

FULL-TIME STUDENT: One who is enrolled for 12 or more semester hours of credit.

GENERAL EDUCATION: The knowledge, skills appreciation, and attitudes that any well-educated person should use or possess.

HUMANITIES: Studies dealing with the relationships between aesthetic, moral, and material values of self, and shared values of society.

LIBERAL ARTS: A curriculum designed for students who seek broad general education as a base for continued study at a senior college or university. Emphasis tends to be in the fields of modern languages, social sciences, and humanities, rather than mathematics and science.

LIFE SCIENCE: These courses are in such areas as biology and biological sciences.

PHYSICAL SCIENCE: Courses in the physical science area include Physics, Chemistry, Geology.

PREREQUISITES: Programs or courses that a student is required to complete before being permitted to enroll in a more advanced program or course.

REGISTRATION: The act of signing up and paying for classes at the beginning of a semester.

REQUIREMENTS: (As in "degree requirements") The numbers and kinds of credits that the college prescribes for its degrees.

SCHEDULE: A listing of the courses offered each semester. A student's schedule is his program of study.

SENIOR COLLEGE PARALLEL: Refers generally to courses taken in the community college which transfer and meet the requirement for the first two years of senior college.

SOCIAL SCIENCE: A course of study that deals with the institutions and functioning of human society and with the interpersonal relationships of individuals as members of society. For example: History, Economics, Political Science or Sociology.

SUBJECT: A designated field of knowledge, such as the History of English.

TUITION: The amount of money that the college charges for its formal instruction.

UNDERGRADUATE: Pertaining to the two- or four-year programs of study in a college or university that follow secondary education and lead to the Associate or Bachelor's degree.

GLOSSARY OF FINANCIAL AID

COLLEGE COSTS: Tuition, fees, books and supplies, personal expenses and required travel.

FINANCIAL NEED: The difference between the parent's expected contribution plus the student's own resources (income, assets) and the student's allowable expenses.

ASSETS: Those resources which must be reported on an application for student aid. They include: cash on hand (including amounts in checking accounts, savings accounts, and trusts); the current market value equity at the time of application of stocks, bonds, and other securities; real estate including home if owned; and business property and equipment which are held jointly by the student's parents and the student.

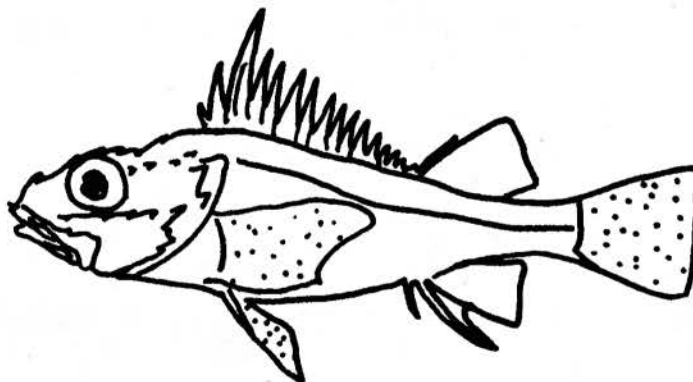
FINANCIAL AID: Financial Assistance necessary to meet the "need", usually from one or a combination of three sources: 1) scholarships or grants that are not repaid; 2) loans, usually at favorable interest rates, with extended repayment periods beginning after leaving college; and 3) part-time employment.

FINANCIAL AID PACKAGE: A combination of scholarships, grants, loans and part-time employment to meet financial need.

SCHOLARSHIPS: Gift aid awarded for academic excellence and promise, special skills or achievement or test results. Usually based on need.

GRANTS: Gift aid based on need, usually not requiring high academic achievement.

LOANS: Financial assistance which must be repaid, but usually with very favorable (subsidized) interest and long-term repayment schedules.



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BENNY BENSON DRIVE

KOCC DRIVE

- STUDENT SERVICES
- REGISTRAR
- ADULT BASIC EDUCATION
- MATH LAB
- ENGLISH LAB
- OFFICE OCCUPATIONS LAB
- COMPUTER LAB
- STUDIO
- CHANNEL 13
- PRACTICE ROOMS

ADULT
LEARNING
CENTER

- PRESIDENT'S OFFICE
- BUSINESS OFFICE
- LIBRARY
- BOOKSTORE
- SCIENCE LABS
- CERAMICS ROOM
- WOODSHOP
- CLASSROOMS
- MEDIA SERVICES

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