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

The University of Alaska is currently restructuring its statewide system. This restructuring is aimed at administrative reductions resulting in an approximate $6.3 million savings per year. Direct programmatic impact will be minimal and relatively transparent to students although a transition period is anticipated.

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. Its contents shall not be construed as a contract between Kodiak 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, 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.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sources of Information</td>
<td>1</td>
</tr>
<tr>
<td>Academic Calendar 1988 - 89</td>
<td>1</td>
</tr>
<tr>
<td>College History and General Description</td>
<td>2</td>
</tr>
<tr>
<td>History of the University</td>
<td>3</td>
</tr>
<tr>
<td>Accreditation</td>
<td>4</td>
</tr>
<tr>
<td>Mission and Goals</td>
<td>4</td>
</tr>
<tr>
<td>Admission</td>
<td>6</td>
</tr>
<tr>
<td>Registration</td>
<td>7</td>
</tr>
<tr>
<td>Tuition Schedule</td>
<td>9</td>
</tr>
<tr>
<td>Refunds</td>
<td>12</td>
</tr>
<tr>
<td>Student Financial Aid</td>
<td>13</td>
</tr>
<tr>
<td>Library</td>
<td>15</td>
</tr>
<tr>
<td>Bookstore</td>
<td>16</td>
</tr>
<tr>
<td>Counseling</td>
<td>17</td>
</tr>
<tr>
<td>Veterans</td>
<td>18</td>
</tr>
<tr>
<td>Academic Regulations</td>
<td>19</td>
</tr>
<tr>
<td>Grading Policy</td>
<td>21</td>
</tr>
<tr>
<td>Degree and Certificate Requirements</td>
<td>24</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>25</td>
</tr>
<tr>
<td>Adult Education Program</td>
<td>26</td>
</tr>
<tr>
<td>Associate Degree and Certificate Programs</td>
<td>27</td>
</tr>
<tr>
<td>Course Classifications</td>
<td>28</td>
</tr>
<tr>
<td>Associate of Arts - General Transfer Degree</td>
<td>29</td>
</tr>
<tr>
<td>Associate of Applied Science - Business Administration</td>
<td>30</td>
</tr>
<tr>
<td>Associate of Applied Science - Office Management &amp; Tech</td>
<td>31</td>
</tr>
<tr>
<td>Office Management &amp; Technology Certificate</td>
<td>32</td>
</tr>
<tr>
<td>Course Numbering System</td>
<td>33</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>35</td>
</tr>
<tr>
<td>Staff and Faculty</td>
<td>65</td>
</tr>
<tr>
<td>Principal Administrative Officers, University of Alaska</td>
<td>66</td>
</tr>
<tr>
<td>Board of Regents</td>
<td>66</td>
</tr>
<tr>
<td>Index</td>
<td>67</td>
</tr>
</tbody>
</table>
GENERAL INFORMATION

SOURCES OF INFORMATION

Campus Director..........................................................Carol Hagel
Administrative Assistant/EEO........................................Barbara Cristaldi
Counselor/Adult Education.............................................Chris Jamin
Business Manager.......................................................Stuart Roberts
Registration/Veterans Affairs.......................................Dee McDaniel
Librarian............................................................................Charlotte Hatfield
Personnel............................................................................Patricia Mahoney
Curriculum Coordinator/Adult Education.........................John Mahoney
Bookstore..........................................................................Violeta Doctolero
Outreach Coordinator/Small Business.............................Jane Petrich
Drug Free Schools Program.............................................Val Benton

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

ACADEMIC CALENDAR

FALL SEMESTER

Labor Day Holiday.........................................................Sept 5, 1988
Faculty Preparation Days.................................Aug 29, 30, 31, Sept 6, 1988
Registration.................................................................Sept 1, 2, 1988
Classes Begin.................................................................Sept 7, 1988
Last Day of Late Registration............................Sept 27, 1988
Deadline for Fall Graduation Applications............Oct 14, 1988
Last Day to Drop Classes............................................Nov 28, 1988
Thanksgiving Vacation....................................................Nov 24, 25, 1988
Semester Ends...............................................................Dec 20, 1988

SPRING SEMESTER

Faculty Preparation Days......................Dec 30, 1988 Jan 4, 5, 6, 1989
Registration.................................................................Jan 10, 11, 1989
Classes Begin.................................................................Jan 16, 1989
Last Day of Late Registration........................Feb 3, 1989
Deadline for Spring Graduation Applications........Mar 13, 1989
Spring Recess.................................................................Mar 31, 1989
Last Day to Drop Classes.............................................Mar 24, 1989
Semester Ends...............................................................Apr 28, 1989
Commencement............................................................Apr 28, 1989
COLLEGE HISTORY AND GENERAL DESCRIPTION

An Extended Site of the University of Alaska Anchorage, Kodiak College was changed from its previous designation as a community college by University System restructuring in 1987. It began operation in the fall of 1968 using local high school facilities. Eight classes were offered and student enrollment totaled 95. The first building was constructed in 1972 on the present grounds of the 60-acre campus, approximately two miles northeast of the city of Kodiak. Several buildings have been added, and offerings have increased to include 150 different courses, currently serving nearly 1,000 students per semester. In addition to the main campus, Kodiak College provides outreach services on the U.S. Coast Guard Base, in the local schools and the communities of Akhiok, Chiniak, Karluk, Larsen Bay, Old Harbor, Ouzinkie, and Port Lions.

The College offers numerous academic credit courses which lead to an Associate Degree and may be transferred to other colleges. Among these are the open-entry labs in Mathematics, English (writing), Office Management & Technology, Music, and Computer areas. Programs are also available in vocational, as well as recreational and personal enrichment pursuits. The Adult Basic Education Program (ABE) provides basic literacy training, life skills instruction, and preparation for the high school equivalency tests (GED). ABE services are provided on campus, at the High School, on the USCG Base, and each of the six villages.

KOC sponsors various special events such as concerts, plays, lectures, workshops, and TV broadcasts of community service programs. These broadcasts include live forums such as discussions with candidates for upcoming political elections. The annual Fisheries Institute brings fisheries technology specialists from throughout the world to Kodiak's fishermen and processors. Also, resources to assist the local entrepreneur are available through the College Small Business Development Center, which provides print and media materials, business seminars, films, and referrals.

Coordination with other agencies broadens the programs of instruction available to local adults. Specialized courses and workshops are provided in cooperation with agencies such as the Borough School District, Kodiak Area Native Association, Fisheries Industry and Technology Center, the U.S. Coast Guard, Women's Resource Center, and others.
Kodiak College is approved as a testing center for the following standardized tests: Admission Test for Graduate Study in Business, Certified Professional Secretary Examination, General Educational Development tests, Graduate Record Examination, Law School Admissions Test, and State of Alaska tests. In addition, proctoring of specific tests is provided upon request by individuals or community organizations.

Because of active community participation in college programs and increased enrollments, Kodiak is included in the University's building program. The first building, containing seven classrooms, library, and offices, was completed in October 1972. In 1974 a second building containing classrooms, marine diesel shop, vocational shop, and offices was completed. A third building containing science and vocational labs and classrooms was constructed in 1976. In the fall of 1982 the Adult Learning Center was added. It houses labs for various instructional programs, the TV studio and production area, student lounge, media area, and counseling office.

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 extended site colleges at Bethel, Kenai-Soldotna, Ketchikan, Kodiak, Kotzebue, Nome, Palmer, Sitka, and Valdez as well as 13 extension centers located in other communities of the state.

**ACCRREDITATION**

Kodiak 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 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 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 by offering courses at many levels including upper division and graduate. Certificates and associate 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 offering social, cultural, and recreational enrichment activities.

7. To support instruction by maintaining good library/media services.

8. To seek and use ideas of students, faculty, staff and community in curriculum development.

9. To offer a variety of learning and delivery modes including individualized instruction, outreach, and offering/coordination of upper division and graduate courses.

10. To systematically evaluate the effectiveness of programs and services and engage in short and long-range planning in order to meet fundamental college goals.

11. To graduate students who have acquired a general education which will enable them to live more effectively in society and continue their academic pursuits.

12. To prepare students for employment through vocational and technical training and upgrading of present skills.

13. To develop students' basic skills and to prepare them to qualify for the high school equivalency diploma.

14. To develop a desire in students for lifelong learning by encouraging participation in a variety of credit and non-credit educational offerings.

15. To acquaint students with effective communication, problem-solving, and critical-thinking skills.
16. To increase student confidence, self-esteem, and goal clarification.

17. To have college facilities and resources utilized by local agencies, organizations, government, industries, and citizens.

ADMISSIONS POLICIES AND PROCEDURES

OPEN ADMISSIONS POLICY

Under Kodiak College Open Admission policy, students are eligible to enroll for credit classes if they meet one of the following criteria:

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 approved to participate. Students must complete required forms prior to registration.

RESIDENCY

For purposes of non-resident tuition, a resident is any person who has been physically present in Alaska for one year (excluding only vacations or the 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 pay resident tuition with additional credits 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. 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.

REGISTRATION PROCEDURES

GENERAL PROCEDURES

Students must complete registration according to the prescribed procedures and pay tuition as determined by the University tuition schedule in order to attend classes and earn credit. Registration 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, and are not required to submit papers for correction and grading. Auditors are required to register and pay appropriate tuition and 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. State and Federal laws require that students not wishing to supply their Social Security Numbers need not do so. Those who prefer not using Social Security Numbers will be assigned nine-digit numbers as their student identification numbers at the University of Alaska. Assigned numbers must be used in all future dealings with the University.
ADD/DROP PROCEDURES

To add or drop a class, students must secure an add/drop form from the registration desk or main office, complete it, and return it 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. 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. 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 late registration by following the drop/add procedure.

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

REGISTRATION CHANGES, ADD/DROP, AND WITHDRAWAL

<table>
<thead>
<tr>
<th>DESIRED CHANGE</th>
<th>FIRST TWO WEEKS</th>
<th>THIRD THROUGH ELEVENTH WEEK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add course</td>
<td>Add form filed at Registration ofc.</td>
<td>Instructor consent for open entry labs. $2.00 fee</td>
</tr>
<tr>
<td>Drop course</td>
<td>Drop form filed at Registration ofc.</td>
<td>Not permitted</td>
</tr>
<tr>
<td></td>
<td>Will not appear on student's record.</td>
<td>(see withdrawal)</td>
</tr>
<tr>
<td>Withdrawal from Course</td>
<td>Not permitted</td>
<td>$2.00 fee Will appear on student's record as &quot;W&quot;</td>
</tr>
<tr>
<td></td>
<td>(see drop)</td>
<td></td>
</tr>
<tr>
<td>Credit/No credit</td>
<td>Form filed with Registrar-no fee</td>
<td>Not permitted</td>
</tr>
<tr>
<td>Option</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Credit to Audit</td>
<td>Form filed with Registrar</td>
<td>Through 12th week-$2.00 fee</td>
</tr>
<tr>
<td>Audit to Credit</td>
<td>Form filed with Registrar</td>
<td>Not permitted</td>
</tr>
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</table>
TUITION AND FEES

TUITION SCHEDULE

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$ 30</td>
<td>$ 30</td>
</tr>
<tr>
<td>2</td>
<td>60</td>
<td>180</td>
</tr>
<tr>
<td>3</td>
<td>90</td>
<td>270</td>
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<td>4</td>
<td>120</td>
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<td>10</td>
<td>300</td>
<td>900</td>
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<tr>
<td>11</td>
<td>330</td>
<td>990</td>
</tr>
<tr>
<td>12 or more</td>
<td>360</td>
<td>1080</td>
</tr>
</tbody>
</table>

A fee of $38 will be assessed per credit hour of upper-division courses and $75 per credit for graduate courses.

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

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

If tuition is to be paid by any company or agency, a purchase order must be submitted at the time of registration. The purchase order must indicate exactly what the agency will pay (tuition only, fees and texts, etc.) and must include exact billing instructions and billing address. If a student anticipates an agency will pay tuition, but does not have the purchase order 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. They 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
Deferred Payment Service Charge............................. 2.00
Credit-by-Examination....................................... 5.00

WITHDRAWAL FROM COLLEGE

The student who finds it necessary to withdraw from college should immediately obtain a withdrawal form. Complete and return to the registration office so that the student is granted honorable dismissal. The refund and grades are determined according to regulations printed in the catalog and the class schedule.

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 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. The student who is unable to pay full tuition at the time of registration 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 standard withdrawal and refund policy is in effect. Students registering for 3 or more credits will pay one-half of assessed tuition at registration with the balance due within 30 days.

There is a service charge of $2 for 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.

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 "Tuition and Fees" for a detailed listing of these charges.

Books and Supplies - This usually ranges between $300 and $400 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 $4,000 to $4,500 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 for semester-length courses will be made according to the following schedule:

1. Complete refund of tuition will be made when a drop 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. Drops after instruction of the term begins and prior to the 8th calendar day of the term or semester - 90% refund.

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

4. Drops 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 registration 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. 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).

7. A student who has extenuating circumstances may apply for a refund by filling out a Student Petition and submitting it to the Campus Director.

For less than semester-length classes, refunds will be prorated on a class by class basis.

FINANCIAL AID

POLICIES AND PROCEDURES

Kodiak College provides counseling and referrals to students in need of financial assistance.

APPLICATION PROCEDURES

Applications for local scholarships are available at the counseling office. 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 Counselor is available to assist students with applications.

Any undergraduate student who will be enrolled at least half-time must complete a Financial Aid Form (FAF) to be considered for any type of financial aid other than local scholarships. This form is available in the counseling office or at the registration desk. It should be filed several months before the student plans to register for classes.

Students who are attending Kodiak College less than half-time (enrolled for fewer than six credits per semester) are not eligible for most financial aid. Half-time students are eligible to apply for certain types of financial aid: PELL Grant, Supplemental Education Opportunity Grants, Perkins Loans, Guaranteed Student Loans, BIA Benefits, and V.A. Benefits.
GRANTS AND SCHOLARSHIPS

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

Pell 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 payment of benefits should contact the Veterans Administration Office in Anchorage or the registrar.

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.

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

LOANS

Perkins Loans are available to qualified students. Loan repayment begins nine months after students complete their education, cease to attend the institution, or finish 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 clauses 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. Applications are available in the Counselor's office.
ELIGIBILITY FOR CONTINUED AID

To remain eligible for continued financial assistance, the student must maintain reasonable academic progress. Those awarded aid as full-time students taking a minimum of twelve (12) credits per semester, must earn an average of twelve (12) credits per semester with a 2.0 or better grade-point average to remain eligible. 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 one ineligible for further assistance.

WORK STUDY PROGRAM

Kodiak College does not participate in the Federal College Work-Study Program. There is a limited amount of campus-based student employment available. A Kodiak College financial aid application is required for a student to be considered for this program. The student must be enrolled for at least six credit hours and may work a maximum of twenty hours per week.

FACILITIES AND SERVICES

LIBRARY

Facilities - The collection of over 18,000 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 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.

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. The college reserves the right to withhold grades of any student not returning library materials.
BOOKSTORE

Textbooks, workbooks, and school supplies may be purchased from the bookstore located in the Benny Benson Building. Textbooks are not returnable.

CANCELLATION OR SCHEDULING OF CLASSES

Kodiak 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 College
117 Benny Benson Drive
P.O. Box 946
Kodiak, Alaska 99615

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 official records as specified by that act. Information and requests for specific records may be obtained through the registration office, Counselor, or Campus Director. Information will be released only by written permission of the student.
COUNSELING

Counseling services are available for enrolled or potential students throughout the instructional year. Appointments are recommended.

The following services are offered:

1. Answering questions related to degree requirements, transfer information and high school completion.

2. Assisting students in their search for career information.

3. Assessment testing.

4. Monitoring, scoring and explaining tests, providing information to students regarding occupational interests, school aptitudes, abilities, and personal values.

5. Assisting students who have been referred by college staff and community agencies.

6. Making referrals to other professional agencies when necessary.

7. Assisting faculty to understand and meet the specific needs of individual students.

The Student Rights and Responsibilities Statement and Student Code of Conduct are on file in the counseling office.
Kodiak 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 in Anchorage or the registrar.

The veteran who signs the application for V.A. benefits promises to maintain satisfactory progress toward a given educational goal with a grade point average of 2.0 or greater. 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 Veteran Administration benefits.

To insure that the college maintains adequate records to show continued progress of 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.


The college is responsible for promptly reporting any increase or decrease in the number of certified credit hours for which a veteran is enrolled. Overpayment to a veteran could result in holding of any further benefits until the overpayment is recovered by the Veterans Administration.
ACADEMIC INFORMATION AND REGULATIONS

ACADEMIC REGULATIONS

Attendance: 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 approval of the Counselor; 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 approval is granted. For the purpose of computing study loads, non-credit courses are rated the same as credit 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 KOC courses. The college reserves the right to reject work of doubtful quality or to require an examination before credit is allowed.

Credit will 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 Counselor.

CLEP General Examinations

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

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

   - English - 3 credits for 500 score -- Essay exam only. These credits will be accepted as meeting the requirements for English 111.
   - 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 Counseling office.

ACADEMIC PETITION: Any deviation from academic requirements 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.
TRANSCRIPTS: An official transcript containing the seal of the University and signature of the Director of Admissions and Records is available upon written request by the student from the following address:

Office of Admissions and Records
University of Alaska Anchorage
3211 Providence Drive
Anchorage, Alaska 99508

The University charges $2.00 for each transcript request. Official transcripts of credit earned at other institutions, high school transcripts, and other supporting documents become the property of the University and are not reissued or copied for distribution.

GRADING POLICY

SYSTEM OF GRADING

Academic Letter Grades

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

A - An honor grade; indicates comprehensive mastery of required work.
B - Indicates high level of performance in meeting course requirements.
C - Indicates satisfactory level of performance.
D - The lowest passing grade; may not be acceptable to satisfy requirements in certain majors and in graduate programs.
F - Indicates failure.

These grades carry grade points and are used to calculate student GPAs.
Non-Academic Grades

CR - Indicates credit received for course.
NC - Indicates no credit received for course.
DF - Deferred; temporary grade which indicates course requirements cannot be completed by the end of the semester.
I - Incomplete; temporary grade which indicates additional coursework must be completed to receive final grade.
P - Indicates passing work.
NP - Indicates work that is not passing.

These grades do not carry grade points and are not used to calculate student GPAs. However, CR, NC, P, and NP grades may be used to determine academic progress.

Other Designations

AU - Audit; indicates enrollment for information only, with no credit received.
W - Indicates withdrawal from a course.

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:

\[ A = 4; \quad B = 3; \quad C = 2; \quad D = 1; \quad F = 0. \]

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.

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 for repeating courses will not count toward honors.
CREDIT, NO-CREDIT OPTION

The credit, no-credit option encourages students to explore areas of interest. This option cannot be used for any course which is a requirement in a student's major. A maximum of fifteen (15) credits earned by this option may be applied to a degree program. The CR/NC option is not available for graduate courses.

For performance comparison only, a grade of CR (Credit) is considered equivalent to a grade of C or higher. Through the end of week three (3) of the semester, students may request the CR/NC grading option by submitting the necessary paperwork to the registration office.

Grade Changes

Grades submitted by the faculty, other than incomplete (I) or deferred (DF), are assumed to be final grades. A grade may not be changed unless a legitimate error has been made on the part of the faculty member. Corrections of grading errors must be made by the end of the semester following the one in which the grade was originally assigned. A Change of Grade form must be submitted to the Records Office by the appropriate faculty member, not the student.

Incomplete Grade

An I (Incomplete) is a temporary grade. It may be used at the faculty member's discretion to indicate that although a student has not yet completed all of the required coursework, there is a possibility that the student may pass the course if and when all the requirements have been completed.

An Incomplete Grade Contract between the student and the faculty member for the completion of coursework will be maintained by the department. Coursework must be completed by a date specified in the contract, not to exceed one (1) year. Upon the student's completion of the required work, the faculty member must submit a Change of Grade form to the registration office. If the terms are not met, a failing grade may be assigned, or if the coursework is not completed and the faculty member does not submit a change of grade, the I (Incomplete) will become permanent.
Pass/No Pass

Students in some courses are graded Pass/No Pass only. This grading system is established at the time the course is approved and must apply to the class as a whole. The faculty member must clearly explain this fact to the students at the beginning of the class. Pass/No Pass grading is not a student option.

For performance comparison only, a grade of P (Pass) is considered equivalent to a grade of C or higher in undergraduate courses and a grade of B or higher in graduate courses. Pass/No Pass grades will be used to determine satisfactory academic progress, but will not be used in GPA calculations.

DEGREE AND CERTIFICATE REQUIREMENTS

To receive a degree from Kodiak College, 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 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 the former colleges or universities.

GENERAL UNIVERSITY REQUIREMENTS

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

At least 15 of the final 30 credit hours must be earned in residence. Resident credit is defined as any credit earned within the University of Alaska Statewide System. 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 of enrollment 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 of graduation.

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 toward an Associate Degree provided that such credit falls within the requirements of the degree.

GRADUATION REQUIREMENTS

Those wishing to graduate are responsible for becoming acquainted with and meeting all graduation requirements.

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 student must complete a minimum of 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 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.

KODIAK COLLEGE PROGRAMS

ADULT EDUCATION PROGRAM

The Kodiak Regional Adult Basic Education program includes non-credit, developmental 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 nine different sites. The urban program includes the Adult Learning Center on the college's campus, the U.S. Coast Guard Base, 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.
ASSOCIATE DEGREE PROGRAM

The Associate of Arts Degree (AA) is designed primarily for students who intend to continue their education in pursuit of a Bachelor's Degree. It provides a broad educational background.

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. The Associate of Applied Science Degree is offered in Business Administration and in Office Management and Technology.

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. Kodiak College offers a certificate in Office Management and Technology with concentrations for clerk-typist or bookkeeper.
# COURSE CLASSIFICATIONS

## Applied Studies
- Accounting
- Aviation Technology
- Business Administration
- Business Computer Information Systems
- Early Childhood Development Education
- Fisheries
- Home Economics
- Military Science
- Office Management Technology
- Physical Education/Recreation
- Vocational Skills
- Welding
- Other

## Math/Natural Sciences
- Mathematics
- Statistics
- Logic
- Biology
- Chemistry
- Computer Science
- Physical Geography
- Geology
- Physics
- Physical Anthropology
- Physical Science

## Social Sciences
- Anthropology
- Economics
- Geography -(not Physical)
- History
- Political Science
- Psychology
- Sociology

## Humanities
- Art
- English
- Foreign Languages
- Humanities
- Journalism
- Literature
- Music
- Philosophy
- Speech & Communications
- Theater

Note: HIST 101/102 - Western Civ will satisfy either Humanities or Social Science requirement.
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;

<table>
<thead>
<tr>
<th>Areas</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications..........</td>
<td>9</td>
</tr>
<tr>
<td>Written Communication (ENGL 111, 211, or 213)</td>
<td></td>
</tr>
<tr>
<td>Oral Communication (SPCH 111)</td>
<td></td>
</tr>
<tr>
<td>Math/Natural Science...</td>
<td>9</td>
</tr>
<tr>
<td>Humanities...............</td>
<td>9</td>
</tr>
<tr>
<td>Social Science...........</td>
<td>9</td>
</tr>
<tr>
<td>Applied Studies.........</td>
<td>9</td>
</tr>
<tr>
<td><strong>Sub-Total</strong></td>
<td><strong>45</strong></td>
</tr>
</tbody>
</table>

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 APPLIED SCIENCE DEGREE
BUSINESS ADMINISTRATION

General Requirements (15 credits):

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communications</td>
<td>6</td>
</tr>
<tr>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>At Least 6 credits in any of the following areas:</td>
<td>6</td>
</tr>
<tr>
<td>Humanities, Social Science, Natural Science, Mathematics</td>
<td></td>
</tr>
</tbody>
</table>

Major Specialty (36 credits):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 101 &amp; 102</td>
<td>Prin of Financial Accounting</td>
<td>6</td>
</tr>
<tr>
<td>BCIS 100A</td>
<td>Intro to Computer Literacy</td>
<td>1</td>
</tr>
<tr>
<td>BCIS 100B</td>
<td>Intro to Microcomputer Applications</td>
<td>2</td>
</tr>
<tr>
<td>BA 151</td>
<td>Intro to Business or BA 165-Intro to Small Business Ownership</td>
<td>3</td>
</tr>
<tr>
<td>ECON 201</td>
<td>Intro to Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>BA 241</td>
<td>Business Law I</td>
<td>3</td>
</tr>
<tr>
<td>ECON 202</td>
<td>Intro to Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>BA 242</td>
<td>Business Law II</td>
<td>3</td>
</tr>
<tr>
<td>100 or 200 level accounting, business administration, computer, economics or office management &amp; technology courses</td>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>

Electives                                                   | 9       |

TOTAL 60
ASSOCIATE OF APPLIED SCIENCE DEGREE
OFFICE MANAGEMENT & TECHNOLOGY

General Requirements (15 credits):

Written Communications .................................................. 6
(OMT 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, Social Science, Natural Science, Mathematics.

Major Specialty (18 credits):

OMT 115 - Business Math & Machines ............................... 3
* OMT 120 - Comprehensive Business English .................. 3
OMT 170 - Office Procedures ........................................ 3
* OMT 220 - Written Business Communications ............... 3
OMT 276 - Filing & Records Management ......................... 3
OMT 278 - Interpersonal Skills ..................................... 3

* If used to satisfy written communications requirement, substitute other OMT courses.

Concentration in Secretarial Occupations (27 credits):

OMT 101 - Beginning Typewriting ...................................... 3
OMT 102 - Intermediate Typewriting .................................. 3
OMT 121 - Proofreading .................................................. 1
OMT 131 - Shorthand I: Speedwriting ................................. 3
OMT 150 - Computer Literacy for Office Workers ............... 1
OMT 230 - Machine Transcription ..................................... 2
OMT 242 - Basic Word/Information Processing ................. 1
OMT 243 - Advanced Word/Information Processing ............. 1
Any 100/200 level ACCT, BA, BCIS, ECON, or OMT .......... 6
Electives ............................................................................. 6

Concentration in Accounting Occupations (27 credits):

ACCT 101 & 102 - Elementary Accounting ......................... 6
OMT 101 - Beginning Typewriting ...................................... 3
OMT 119 - Modern Office Bookkeeping ............................... 3
OMT 192Q - Payroll Procedures ........................................ 1
BCIS 111 - Lotus 1-2-3 ...................................................... 1
Any 100/200 level ACCT, BA, BCIS, ECON, or OMT .......... 7
Electives ............................................................................. 6

TOTAL 60
CERTIFICATE PROGRAMS

OFFICE MANAGEMENT & TECHNOLOGY CERTIFICATES

Major Specialty (22 credits):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OMT 101</td>
<td>Beginning Typewriting</td>
<td>2</td>
</tr>
<tr>
<td>OMT 115</td>
<td>Business Math &amp; Machines</td>
<td>3</td>
</tr>
<tr>
<td>OMT 120</td>
<td>Comprehensive Business English</td>
<td>3</td>
</tr>
<tr>
<td>OMT 121</td>
<td>Proofreading</td>
<td>1</td>
</tr>
<tr>
<td>OMT 150</td>
<td>Computer Literacy for Office Workers</td>
<td>1</td>
</tr>
<tr>
<td>OMT 170</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>OMT 220</td>
<td>Written Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>OMT 276</td>
<td>Filing &amp; Records Management</td>
<td>3</td>
</tr>
<tr>
<td>OMT 278</td>
<td>Interpersonal Skills</td>
<td>3</td>
</tr>
</tbody>
</table>

Concentration for the Clerk-Typist Certificate (8 credits):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OMT 102</td>
<td>Intermediate Typewriting</td>
<td>3</td>
</tr>
<tr>
<td>OMT 230</td>
<td>Machine Transcription</td>
<td>3</td>
</tr>
<tr>
<td>OMT 242</td>
<td>Basic Word/Information Processing</td>
<td>1</td>
</tr>
<tr>
<td>OMT 243</td>
<td>Advanced Word/Information Processing</td>
<td>1</td>
</tr>
</tbody>
</table>

Concentration for the Bookkeeper Certificate (8 credits):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OMT 119</td>
<td>Modern Office Bookkeeping</td>
<td>3</td>
</tr>
<tr>
<td>OMT 192Q</td>
<td>Payroll Procedures</td>
<td>1</td>
</tr>
<tr>
<td>BCIS 111</td>
<td>Intro to Lotus 1-2-3</td>
<td>1</td>
</tr>
<tr>
<td>BA 131</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL 30

NOTE: Students must prove competency on a comprehensive examination administered at the end of studies in order to receive these certificates and degrees. A keyboarding speed of 40 net words is required for the bookkeeping/accounting, 50 net words for clerical, and 60 net words for secretarial.
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 associate and baccalaureate degrees as they apply to the degree plan. Courses below 100 do not count for degree credit or transfer credit.

Courses following each other in sequence will be numbered in sequence, i.e., History 101/201. In a sequence, the first course is generally a prerequisite for the second. Not all courses listed are offered every year.

SPECIAL TOPICS AND NONCREDIT COURSES

Special topics courses and noncredit activities are developed in response to community needs. These are not described in the catalog. Students are advised to consult the schedule of classes each semester for descriptions of courses currently being offered.

COURSE NUMBERING SYSTEM

Each course offered is identified by a department designator and a three-digit course number. The designator commonly abbreviates the name of a discipline or department (i.e., ENGL for English). The first numeral of the three-digit course number indicates the year in which the course is ordinarily taken (ENGL 111 for first-year students and ENGL 318 for third-year students). More specifically, course numbers have the following meanings:

050 - 099 Courses applicable to some A.A.S. degrees and vocational certificates but not to A.A. degrees, baccalaureate or master's degrees.

100 - 199 Freshman-level, lower-division courses applicable to certificates, associate, and baccalaureate degrees.
200 - 299 Sophomore-level, lower-division courses applicable to certificates, associate, and baccalaureate degrees.

300 - 399 Junior-level, upper-division courses applicable to associate and baccalaureate degrees. May also apply to graduation requirements for some master's degrees with prior approval of the student's Graduate Study Committee. May not be applied to both a baccalaureate and a master's degree.

400 - 499 Senior-level, upper-division courses applicable to associate and baccalaureate degrees. May also apply to graduation requirements for some master's degrees with prior approval of the student's Graduate Study Committee. May not be applied to both a baccalaureate and a master's degree.

600 - 699 Graduate-level, upper-division courses applicable to master's degrees with approval of the student's Graduate Study Committee. With prior approval, may also meet graduation requirements for some baccalaureate degrees by petition. May not be applied to both a baccalaureate and a master's degree.

The following second and third digits of course numbers are used for specific types of courses:

-92 seminars and workshops
-93 special topic courses, to be offered once only
-94 trial courses intended to become permanent; may only be offered two semesters before given a permanent number.
-95 practicums and cooperative education courses
-97 independent study
ACCOUNTING

ACCT 100  2 Credits
PERSONAL TAX PREPARATION
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
PRINCIPALS OF FINANCIAL 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 interpreting accounting data through presentation of formal financial statements. ACCT 102 is a continuation of introductory accounting concepts and procedures including partnerships and corporations. Long-term debt and special financial statement preparation.
NOTE: ACCT 101 & 102 are equivalent to ACCT 201 (offered at UAA) in all respects.

ACCT 210  3 Credits
BASIC INCOME TAX
Elements of Federal Income Taxation applied with an individual emphasis, including preparation of forms.
Prerequisite: ACCT 101 & 102
NOTE: This course is not a prerequisite or substitute for ACCT 310.

ACCT 240  3 Credits
INTRO TO COST ACCOUNTING
A course in fundamentals of cost accounting and practical problems in the analysis of material, labor, and overhead costs. Emphasis is given to job cost system, the process cost system, and standard cost accounting.
Prerequisite: ACCT 102

ACCT 260  3 Credits
INTERMEDIATE ACCOUNTING I
In-depth study of the accounting sequence, principles, and rules governing financial statements and current items of the balance sheet.
Prerequisite: ACCT 102

ANTHROPOLGY

ANTH 101  3 Credits
INTRO TO ANTHROPOLOGY
Introduction to fundamentals of four subfields of anthropology and anthropological linguistics. The course introduces basic ideas, methods and findings of anthropology. Recommended for majors and non-majors.

ANTH 200 (HIST 200A)  3 Credits
NATIVES OF ALASKA
Introduction to culture and history of Alaska Natives. Includes environmental settings, linguistic subdivisions, traditional sociocultural organization and subsistence patterns, contact with non-Native groups, and contemporary issues.
<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
</table>
| ART 105      | 3       | **BEGINNING DRAWING**  
Introduction to elements of drawing. Dry and wet media such as pencil, charcoal, and ink. Class and homework assignments in drawing objects, still lifes, perspective effects, and human forms.                                                                                   |
| ART 112      | 3       | **COLOR DESIGN**  
Two-dimensional study of fundamentals of color and visual perception. Design projects will emphasize evaluation and mixing of color and include development of a color wheel to acquire understanding of contrast in hue, value, and intensity.                                                                                   |
| ART 160      | 3       | **ART APPRECIATION**  
Development of an appreciation of all the visual arts. Course emphasis is on the theories, practice, materials, and techniques of the visual arts.                                                                                                                           |
| ART 180      | 3       | **BEGINNING STAINED GLASS**  
An introduction to stained glass techniques including pattern designing, cutting, and use of lead came.                                                                                                                                                                                                                     |
| ART 181A     | 3       | **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, suggestion, and exercises. Introduction to various tools, including pens, inks, papers, and watercolors. Students learn the following alphabet: Bookhand, Italic and/or Unicial and cover numbering, color usage and design. |
| ART 181B     | 3       | **INTERMEDIATE CALLIGRAPHY**                                                                                                                                                                                                                                                  |
| ART 181C     | 3       | **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 181A                                                                                   |
| ART 183      | 3       | **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 185B     | 1       | **ALEUT BASKETWEAVING**  
A crafts involvement in the authentic, fine-twined basketwork of the Aleutian Islands.                                                                                                                                                                                                                                         |
ART 205 3 Credits
INTERMEDIATE DRAWING
Exploration of composition and creative interpretation of subjects. The course reviews descriptive and expressive use of line, space, perspective, and light; emphasis is on expanding visual awareness through drawing problems from still life, drapery, human, and animal forms.
Prerequisite: Art 105

ART 213 3 Credits
BEGINNING PAINTING
Introduction to basic materials and techniques in oil or acrylic painting. Course emphasis is on understanding form in space and light, and the interaction of form with color, value, and texture in paint.
Prerequisite: Art 105 or permission of the instructor.

ART 224 3 Credits
BEGINNING PHOTOGRAPHY
Basic principles of photography. The course includes camera functions and the utilization of these functions for artistic expression through the processing and printing of black and white film.

ART 231 3 Credits
WATERCOLOR PAINTING
Exploration of aquarelle techniques. The course emphasizes composition as affected by color, value, stylistic considerations, and individual expression; exhibition procedures are included.

ART 280 1 Credit
INTERMEDIATE STAINED GLASS
Continuation of beginning stained glass with emphasis on advanced use of lead came and copper foil.

ART 283 3 Credits
ADVANCED WOODCARVING
A continuation of Art 183 using knives and gouges, selection of patterns, proper tool sharpening. Emphasis on carving in the round and relief carving.

AVIATION TECHNOLOGY

AT 100 4 Credits
PRIVATE PILOT GROUND SCHOOL
Preparation for FAA Private Pilot Examination. Includes aircraft and engine operation and limitations, aircraft flight instruments, navigation, the navigation computer, national weather information, and dissemination services. Federal Aviation Regulations, FAA Airman's Information Manual (AIM), radio communications, and radio navigation.
AT 102 4 Credits
COMMERCIAL GROUND SCHOOL
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, high performance aircraft, emergency procedures, pilot responsibilities, and maneuvers.
Prerequisites: AT 100 or passing score on FAA Private Pilot Exam or permission of instructor.

BIOL 105 4 Credits
FUNDAMENTALS OF BIOLOGY I/LAB
An introduction to the basic principles of biology for the science major. Development of biology as science; simple biological chemistry; cellular biology; cellular reproduction; genetics; energy transformation; and evolution.

BIOL 106 4 Credits
FUNDAMENTALS OF BIOLOGY II/LAB
A continuation of an introduction to the principles of biology for the science major. Anatomy, physiology, evolution, behavior and ecology of plants and animals.
Prerequisite: BIOL 105

BIOL 111 4 Credits
HUMAN ANATOMY AND PHYSIOLOGY I
An introduction to human structure and function. The integumentary, skeletal, muscular, nervous and endocrine systems are considered. (includes lab work).
BIOL 112 4 Credits
HUMAN ANATOMY & PHYSIOLOGY II
A continuation of Biol 111 - the circulatory, respiratory, digestive, excretory, reproductive and immune systems are considered. (Includes lab work).
Prerequisite: Biol 111

BIOL 150 4 Credits
INTRODUCTION TO MARINE BIOLOGY
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 186 4 Credits
VOCATIONAL FISHERIES SCIENCES
Introduces skills useful for entry-level positions in state and federal fisheries agencies in Alaska and elsewhere (NMFS, ADF & G, USFWS). Covers life history and morphology of selected finfish and shellfish species. Emphasis on techniques for determining age and sexual maturity, as well as taking length and weight measurements. Overview of field sampling techniques, data handling, and graphic presentation. BIOL 105 recommended, not essential.

BIOL 187 4 Credits
INTRODUCTION TO SEAFOOD PROCESSING AND QUALITY CONTROL
Primarily designed for people who wish to begin or further a career in the seafood processing industry. Useful to fishermen who want to learn more about quality control for their own operations, and to people who do a lot of home preservation of seafood. Three main methods of preservation stressed: heat (canning) and salting/drying; the methods used for maintaining and assessing quality; the principles of surimi production and quality control; recovery and packaging. Emphasis not only on how things are done, but also why.

BIOL 215 4 Credits
FUNDAMENTALS OF ZOOLOGY
General introductory zoology with an emphasis on the morphology, ecology, and evolution of major vertebrate and invertebrate phyla.

BUSINESS ADMINISTRATION

BA 131 3 Credits
PERSONAL FINANCE
Introduction to consumer financial issues. Surveys variety of topics, including personal income, home mortgages, credit laws, income tax, budgeting, insurance, estate planning, investments in stocks, bonds, and mutual funds, transportation, leisure and recreation costs, consumer fraud and laws protecting the consumer.
BA 151  3 Credits
INTRODUCTION TO BUSINESS
For students with relatively little business management experience. Understanding profit in business, issues of social responsibility and forms of business ownership. Roles of management in specialized fields of human resources, finance, production and marketing. Students explore opportunities and requirements in several business positions as well as assess personal interests and capabilities.

BA 165  3 Credits
INTRO TO SMALL BUSINESS OWNERSHIP AND MANAGEMENT I
Business organization; nature of major business functions; such as management, finance, accounting, marketing, personnel administration, the opportunities and requirements for professional business careers.

BA 166  3 Credits
INTRO TO SMALL BUSINESS OWNERSHIP AND MANAGEMENT II
Business planning as key to successful small business management. Examines practical aspects of management for starting and operating small businesses. Assists students in understanding personal finance, business regulations, marketing, production, and business finance. Prerequisite: BA 165

BA 233  3 Credits
REAL ESTATE LAW
Practical course to assist students in surveying the various kinds of deeds and conveyances, mortgages, liens, rentals, appraisals, and other real estate transactions involving law.

BA 241  3 Credits
BUSINESS LAW I
Introduces legal aspects of business activities. Emphasizes basic principles, institutions, and administration of law in contracts, employment, torts, and business crimes.

BA 242  3 Credits
BUSINESS LAW II
Emphasizes basic principles, institutions and administration of law in insurance, suretyship, partnership, corporations, real property, trusts, wills, bankruptcy, negotiable instruments, and personal sales. Prerequisite: BA 241

BUSINESS COMPUTER INFORMATION SYSTEMS

BCIS 100A  1 Credit
INTRODUCTION TO COMPUTERS
Overview of current computers and their applications. Small business and personal computers are emphasized.
BCIS 100B 2 Credits
INTRODUCTION TO MICROCOMPUTER APPLICATIONS
Overview of current popular software packages for small business and personal computers. Six to twelve hours of introduction to each of several applications including word processing, electronic spreadsheets, database software and graphics systems.

BCIS 111 1 Credit
INTRODUCTION TO LOTUS 1-2-3
Introduction to design and use of electronic spreadsheets. Covers the basic LOTUS 1-2-3 commands and functions needed to create, manipulate, and print spreadsheets.

BCIS 112 1 Credit
INTERMEDIATE LOTUS 1-2-3

BCIS 116 1 Credit
INTRODUCTION TO dBASE III
Introduction to using dBASE III. Includes designing and creating a database, updating, sorting and indexing, printing user-defined reports, and creating mailing labels.

BCIS 121 2 Credits
USING STATISTICS SOFTWARE
Covers techniques of entering 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.

BCIS 125 3 Credits
USING APPLEWORKS
In-depth use of Appleworks integrated software package. Includes word processing, electronic spreadsheets, and database applications.

BCIS 130 1 Credit
INTRODUCTION TO WORDSTAR
Instruction and practice using WORDSTAR Software for standard word processing operations. Includes entering and editing text; printing drafts; creating form letters and mailing lists with Mail Merge.

BCIS 131 1 Credit
ADVANCED WORDSTAR
Continuation of BCIS 130. Advanced applications such as repetitive letters, tables, reports, footnotes, and merging.

BCIS 134 1 Credit
INTRODUCTION TO WORDPERFECT
Instruction and practice using WordPerfect Software for standard word processing operations.
BCIS 136 1 Credit
DESKTOP PUBLISHING
Introduction to using a desktop publishing software package for creating publication quality brochures, documents or reports.

BCIS 140 1 Credit
INTRODUCTION TO MS-DOS

BCIS 143 1 Credit
INTRODUCTION TO MACINTOSH
Introduction to using Macintosh software. Includes word processing, electronic spreadsheets, and graphics.

BCIS 152 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. Also covers software that can be used in the classroom.

BCIS 155 3 Credits
USING THE CT COMPUTER
Basic overview of user related utilities and system functions available on the Convergent Technologies computer. Applications include the CT system word processor, a spreadsheet (Multiplan), and a database system (IQL).

BCIS 157 3 Credits
SYSTEM MANAGEMENT OF THE CT COMPUTER
Fundamentals of system operation and management of a Convergent Technologies computer cluster. Topics include day-to-day operations: software installation and updates, protections and permissions, and hardware interfaces and configurations.

BCIS 171 3 Credits
PROGRAMMING IN LOGO
Training and practice in writing programs in LOGO. Designed for adults interested in the education of children. Includes Turtle Graphics.

CHEMISTRY

CHEM 105 4 Credits
CHEM 106 4 Credits
GENERAL CHEMISTRY I
GENERAL CHEMISTRY II
An introduction to inorganic chemistry for science majors which includes atomic and molecular structure, chemical equations and calculations, states of matter, solutions, acids and bases, kinetics and equilibrium, oxidation reduction reactions and thermodynamics. CHEM 106 also includes the principles and methods of qualitative analysis of the elements. Prerequisite: Chemistry from high school or permission of instructor.
<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Description</th>
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<tbody>
<tr>
<td>CS 105</td>
<td>3</td>
<td>FORTRAN PROGRAMMING</td>
<td>Training and practice in writing programs in FORTRAN language. Emphasis on problem solving with a computer, analysis, flowcharting, testing and debugging, and documentation.</td>
</tr>
<tr>
<td>CS 106</td>
<td>3</td>
<td>BASIC PROGRAMMING</td>
<td>Practice and use of algorithmic approach to logical reasoning using graphic display of algorithms in flowchart form and coding instructions in BASIC language.</td>
</tr>
<tr>
<td>CS 107</td>
<td>3</td>
<td>PASCAL PROGRAMMING</td>
<td>Training and practice in writing programs in Pascal language. Emphasis will be on problem solving with the computer: analysis, flowcharting, testing/debugging, and documentation.</td>
</tr>
<tr>
<td>CS 109</td>
<td>3</td>
<td>SELECTED COMPUTER LANGUAGES</td>
<td>Problem analysis and solution using a selected programming language such as FORTH or A. NOTE: course may be repeated for different languages.</td>
</tr>
<tr>
<td>DNCE 100</td>
<td>1</td>
<td>INTRODUCTION TO DANCE</td>
<td>Introduction to art and discipline of dance movement. Classes geared to level of participants. Enhanced physical agility and knowledge of basic dance vocabulary are goals.</td>
</tr>
<tr>
<td>DNCE 101</td>
<td>2</td>
<td>FUNDAMENTALS OF BALLET I</td>
<td>Beginning ballet technique and vocabulary with introduction to basic dance aesthetics and general ballet history. Exercises and combinations to develop strong legwork, turnout, proper carriage of torso, head, and arms. Emphasis on efficient movement and correct alignment.</td>
</tr>
<tr>
<td>DNCE 102</td>
<td>2</td>
<td>FUNDAMENTALS OF BALLET II</td>
<td>Technical, verbal, and theoretical knowledge of ballet enhanced by acquisition of new skills for control and movement. Concepts of dance aesthetics and style plus interrelationships between music and dance.</td>
</tr>
<tr>
<td>DNCE 131</td>
<td>2</td>
<td>FUNDAMENTALS OF JAZZ I</td>
<td>Basic jazz technique, including body isolations and syncopation with introduction to basic dance history. Warm-up exercises and locomotor movements to develop basic dance skills necessary for jazz style, and to promote strength and flexibility.</td>
</tr>
</tbody>
</table>

43
DNCE 132  2 Credits
FUNDAMENTALS OF JAZZ II
Enhances technical, verbal, and theoretical knowledge of jazz. Warm-up exercises to promote strength and flexibility. Locomotor movements and dance combinations to challenge existing jazz style with multi-rhythms and isolations.

ECONOMICS

ECON 201  3 Credits
INTRO TO MACROECONOMICS
Introduction to economics; analysis and theory of national income, money and banking; public finance and taxation; economic systems.

ECON 202  3 Credits
INTRO TO MICROECONOMICS
Theory of prices and markets; income distribution; contemporary problems of labor, agriculture, public utilities, international economic relations. Prerequisite: ECON 201

EDUCATION

ED 180  1 Credit
BEGINNING SIGN LANGUAGE
Introductory training in manual communication methods used in the United States. Students will learn how to carry on basic communication with deaf persons via manual mode.

ED 181  1 Credit
INTERMEDIATE SIGN LANGUAGE
Continued instruction in manual communication methods. Students will become fluent in the most commonly used methods of communicating with deaf persons. Credit will be awarded only upon demonstration of successful mastery of the competencies required. Prerequisite: ED 180

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 major or minor 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.
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 elective but not toward composition requirements. Courses under 100 do not transfer.

3. Some courses will require appropriate scores on placement tests.

4. Variable credit courses may be taken for up to six credits.

ENGL 063 1-3 Credits
WRITING FUNDAMENTALS
Specific practice to increase student's ability to use the writing system of the English language. Individualized instruction based on student's present skill level.

ENGL 067 1-3 Credits
GRAMMAR FUNDAMENTALS
Introduction to basic grammar and its use in developing writing skills. Covers simple parts of speech, basic sentence construction and complex sentence development. Prerequisite: High school diploma or G.E.D.

ENGL 078 1-3 Credits
READING FUNDAMENTALS
Basic reading course covering word-attack skills, vocabulary, and comprehension. Individualized instruction based on student's present skill level.

ENGL 101A 1-3 Credits
VOCABULARY SKILL 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 1-3 Credits
SPELLING SKILL BUILDING
Improvement of spelling skills by working on rules of spelling, phonics, skills in proofreading, practice, and use of dictionary.

ENGL 101C 1-3 Credits
GRAMMAR SKILL BUILDING
Instruction in correct grammatical usage including word choice, parts of speech, agreement in elements of the sentence, and writing basic paragraphs.
ENGL 101D  1-3 Credits
SENTENCE SKILL BUILDING
Practice in writing effective sentences using parallel structure, subordination, coordination, and precise word choice.

ENGL 101E  1-3 Credits
REFRESHER WRITING SKILLS
Renews and expands writing skills for students interested in general self-improvement. Writing tasks assigned according to individual ability and interest.

ENGL 105  1-3 Credits
READING STRATEGIES
Open-entry course covering comprehension, vocabulary, and textbook strategies. Encourages wide reading and development of skills necessary for success in freshman courses. Designed to fit with ENGL 106.

ENGL 106  3 Credits
BASIC COMPOSITION I
Instruction in skills necessary to produce clear written English. Emphasis on standard grammar, sentence structure, punctuation, and single-paragraph compositions. Introduction to use of writing resources.

ENGL 108  3 Credits
BASIC COMPOSITION II
Practice in using different forms of paragraph development for specific purposes. Combining paragraphs into short essays. Includes intensive practice in formal punctuation.

ENGL 111  3 Credits
METHODS OF WRITTEN COMMUNICATION
Instruction in composition of expository essays with emphasis on different techniques for organization and development. Documented paper required.

ENGL 114  3 Credits
INTRODUCTION TO WRITING FOR PUBLICATIONS
An overview of news, feature, sport, and editorial writing, photojournalism, and advertising. Emphasizes development of journalistic style and editing skills through practical experience and classroom exercises. Covers print and electronic media and graphic design for publications.

ENGL 121  3 Credits
INTRODUCTION TO LITERATURE
Course for non-majors. Introduction to the analysis and appreciation of fiction, drama, and poetry. Emphasis on reading and discussion.

ENGL 122  3 Credits
INTRODUCTION TO SHAKESPEARE
Representative selection of Shakespeare's plays, with reference to their historical backgrounds and theatrical environment of Elizabethan Age.

ENGL 150  3 Credits
WOMEN WRITERS
A survey of women authors, with examination of how they portray women and men in their writings.
ENGL 201  3 Credits  
MASTERPIECES OF WORLD LITERATURE I  
Introductory course for majors and non-majors. Emphasizes understanding literature, forming critical vocabulary, and developing literary judgment. Selected masterpieces from ancient times through the Renaissance.  
Prerequisite: ENGL 111

ENGL 202  3 Credits  
MASTERPIECES OF WORLD LITERATURE II  
Introductory course for majors and non-majors. Emphasizes understanding literature, forming critical vocabulary, and developing literary judgment. Selected masterpieces from the Renaissance to the present.  
Prerequisite: ENGL 111

ENGL 203  3 Credits  
SURVEY OF BRITISH LITERATURE I  
Analysis and interpretation of selected English writings from the Anglo-Saxons to the Romantics.  
Prerequisite: ENGL 111

ENGL 205  3 Credits  
SURVEY OF AMERICAN LITERATURE  
Analysis and interpretation of selected writings from the Colonial Period through the Civil War.  
Prerequisite: ENGL 111

ENGL 207  3 Credits  
AMERICAN PRIZEWINNERS  
Interpretation and discussion of selections by American writers who have been honored nationally or internationally.

ENGL 211  3 Credits  
INTERMEDIATE COMPOSITION WITH READINGS IN LITERATURE  
Instruction in writing based on close analysis of literature. Develops a broad range of expository writing that 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 WRITING  
Instruction in composition of technical correspondence, informal and formal reports. Develops a broad range of college and career writing skills. Investigative report required.  
Prerequisite: ENGL 111

ENGL 213  3 Credits  
INTERMEDIATE EXPOSITION WITH READINGS IN NON-FICTION  
Instruction in writing based on close analysis of non-fiction expository prose. Develops a broad range of college and career writing skills. Research paper required.  
Prerequisite: ENGL 111

ENGL 220  3 Credits  
LITERARY GREAT BRITAIN  
Study of the British Isles through selected 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 3 Credits
THE ILLIAD
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 259 1 Credit
CREATIVE WRITING
Study and practice in techniques of creative writing conducted in short workshops.
Prerequisite: ENGL 111

ENGL 260 3 Credits
INTRODUCTION TO CREATIVE WRITING: TOPICS (A-F)
Variety of topics. Lower division creative writing sessions. Close analysis of each student's work.

ENGL 261 3 Credits
ART/LITERARY MAGAZINE PRODUCTION
Students edit and prepare manuscripts for publication, layout magazine pages for the printer, and learn about other aspects of magazine production. Students solicit, evaluate and select material appropriate for a literary magazine and follow with publication, marketing and distribution of the finished publication.

ENGL 265 3 Credits
LITERATURE OF THE NORTH
A regional approach to the writers of Alaska, Canada, Scandinavia, and the Soviet Union.

FISHERIES TECHNOLOGY

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 101 2 Credits
ALASKA TRAWL NETS
Overall view of trawl fisheries and nets in Alaskan waters, net design, terminology, with emphasis on how to build and repair bottom and midwater nets.
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 (PER 128)  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.

GEOG 200  3 Credits
ALASKAN GEOGRAPHY
Introductory geographical survey of Alaska. Emphasis will be on the high latitude Alaskan lands and their future development.

GEOGRAPHY

GEOL 111  4 Credits
PHYSICAL GEOLOGY
Introduction to physical geology: a study of the earth, its materials, and the processes that effect changes upon and within it. Laboratory includes training in use of topographic maps and recognition of common rocks and minerals.

HEALTH AND SAFETY

ETT 110  3-4 Credits
EMERGENCY TRAUMA TECHNICIAN
Basic emergency medical course for non-ambulance personnel. It has the flexibility and adaptability for the Alaska setting without the stringent certification and recertification requirements of an EMT course.
EMT 119 4 Credits
EMERGENCY MEDICAL TECHNICIAN
Improves quality of emergency care rendered to victims of accidents and illness. Provides minimum level of training necessary to meet state and/or National Registry requirements. Control of bleeding, application of splints, prevention of shock, and other basic life support techniques. Provides minimum level of training necessary for ambulance attendants. Useful for anyone desiring emergency medical training beyond first aid.

AWS 113 1-3 Credits
ALASKA MARINE SURVIVAL
This course provides preparation for the serious survival situation on land or sea. All aspects of the cold water environment including safety and survival equipment, cold injuries, shelters, signaling, food procurement, and emergency floatation. All with a marine emphasis.

HIST 101 3 Credits
WESTERN CIVILIZATION I
The origins and major political, economic, social and intellectual developments of western civilization to 1650.

HIST 102 3 Credits
WESTERN CIVILIZATION II
Major political, economic, social, and intellectual developments of western civilization since 1650.

HIST 131 3 Credits
HISTORY OF THE U.S. I
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. II
A survey of 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 200A 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 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.
HIST 243  3 Credits
W W II AND THE ALEUTIANS
An analysis of the portion of World War II, during which American territory was invaded, requiring land, sea, and air defense spanning a thousand-mile battlefield. Special attention to Kodiak and its involvement in the war effort.

HIST 257A  3 Credits
A GOLD RUSH ERA: ALASKA AND THE YUKON
Western United States, Canada, and Alaska will be studied in detail to determine their significance as a part of the overall evolution of the Yukon-Alaska gold rush during the period of 1846-1920. California, Oregon, Washington, and British Columbia stampede activities will be considered as an introduction leading to the gold rush era of the Yukon and Alaska.

HUMANITIES

HUM 170  3 Credits
RUSSIAN LITERATURE AND LANGUAGE
A study of the Russian way of life and basic elements of language. Topics include literary works, art, and history, with language study focusing on elementary alphabet, vocabulary, pronunciation, and reading.

HUM 171  3 Credits
THE RUSSIAN WORLD
Emphasis on a significant historical period of Russia through exploration of literary works, historical events, and Russian language.

HUM 211  3 Credits
HUMANITIES I
Integrated exploration of fundamental principles of literature, music, philosophy, and visual arts.

HUM 212  3 Credits
HUMANITIES II
A study of a given historical period or periods with reference to art, literature, philosophy, and music.

HOME ECONOMICS

HETC 120  1 Credit
LEARN TO SEW
Basic principles of sewing and simple clothing construction. Includes use of sewing machine, selection of fabrics and patterns, and simple construction techniques.
### JAPANESE

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<tbody>
<tr>
<td>JPN 101</td>
<td>3-4</td>
<td>ELEMENTARY JAPANESE I</td>
<td>Introduction, practice, and application of the basic spoken Japanese pronunciation, intonation, grammar and oral composition.</td>
</tr>
<tr>
<td>JPN 102</td>
<td>3-4</td>
<td>ELEMENTARY JAPANESE II</td>
<td>Continued drill in speaking, listening, reading and writing in different situations. Emphasis on developing practical skills in oral and written (hiragana) communication.</td>
</tr>
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</table>

### LIBRARY SCIENCE

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<th>Description</th>
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<tbody>
<tr>
<td>LS 101</td>
<td>1</td>
<td>LIBRARY SKILLS</td>
<td>An independent study course in library resources and how to use them. No class sessions are held; the student works individually.</td>
</tr>
</tbody>
</table>

### MATHEMATICS

#### MATH 054

PRE-ALGEBRA
Basic concepts of pre-algebra mathematics. Arithmetic operations and applications. Whole numbers, fractions, decimals, ratio and proportion, percent, area and volume, exponents, radicals, signed numbers, and solution of simple equations.

Prerequisite: MATH 054

#### MATH 055

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

Prerequisite: MATH 054
MATH 065 3 Credits
PLANE GEOMETRY
Fundamental concepts of plane geometry. Methods of proof, elementary logic, congruent triangles, parallel lines, angle relationships, ratio, proportion, similarity, regular polygons, circles, and constructions.
Prerequisite: MATH 055

MATH 102 3 Credits
BUSINESS MATH
Designed for students with a modest mathematical background who wish to develop skills in applied business mathematics and financial matters. Topics include simple and compound interest, notes, present value, trade and cash discounts, markup/markdown, payrolls, depreciation, casualty insurance, sales and property tax, installment buying and business statistics.

MATH 103 3 Credits
MATH 104 3 Credits
CONCEPTS OF MATHEMATICS
A cultural sequence for students with limited background in mathematical thought and history. Emphasizes mathematical reasoning rather than formal manipulation. Exposes non-math students to diversity of topics in math and teaches deductive reasoning. Topics chosen from arithmetic, geometry, number theory, topology, algebra, and analysis.

MATH 105 3 Credits
INTERMEDIATE ALGEBRA
Presumes a solid foundation in elementary algebra. Includes sets, properties of real numbers, exponents and radicals, solution of first and second degree equations and inequalities (Cartesian), word problems, fundamental operations with polynomials, factoring, special products, rational expressions, functions, conic sections, and systems of equations.
Prerequisites: MATH 055

MATH 107 4 Credits
COLLEGE ALGEBRA
Review and extension of MATH 105. Covers logarithmic and exponential functions, binomial theorem, graphs and equations of conic sections, solution of equations greater than second degree, mathematical induction, function theory, inverses, inequalities, determinants, matrices and systems of equations, sequences and series.
Prerequisite: MATH 105

MATH 108 3 Credits
TRIGONOMETRY
Covers angular measure and trigonometric functions and equations, identities, use of trigonometry tables and solutions of triangles. Includes complex numbers, inverse trigonometric functions and vectors.
Prerequisites: MATH 107
MATH 200 4 Credits
CALCULUS I
Review of functions and analytic geometry, limits, derivatives of trigonometric and rational algebraic functions, applications of differentiation and integration, the definite integral, curve sketching, basic integration of power functions.
Prerequisite: MATH 107

MATH 201 4 Credits
CALCULUS II
Differentiation and integration of exponential, logarithmic, and trigonometric functions, techniques of integration, applications of the integral, parametric equations, polar coordinates.
Prerequisites: 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
MATHEMATICS FOR ELEMENTARY 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, geometry and use of appropriate materials for teaching these topics.
Prerequisite: 2 years high school algebra.

MATH 206 3 Credits
MATHEMATICS FOR ELEMENTARY TEACHERS II
Continuation of MATH 205. Topics include geometry, real number systems and subsystems, graphing, logic, geometry, measurement, metric system, topology, algebra, probability, statistics, and calculators. Included are use of appropriate materials for teaching these topics.
Prerequisite: MATH 205

MUSIC

MUS 111 3 Credits
FUNDAMENTALS OF MUSIC
Elements of music: introduction to music notation, rhythms, intervals, scales, simple chords, keys, and musical terminology. Designed for students with little or no background in music reading, or as a refresher course for those who have studied music.

MUS 121 3 Credits
MUSIC APPRECIATION
Enhancement of listener understanding and enjoyment of various musical styles. Investigation of music through the ages: Medieval through Contemporary.
MUS 124  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.

OFFICE MANAGEMENT & TECHNOLOGY

OMT 082  3 Credits
CLERICAL ACCOUNTING I
Includes the elements of accounting, the accounting equation, and the analysis of all business transactions.

OMT 083  3 Credits
CLERICAL ACCOUNTING II
Introduces students 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: OMT 082

OMT 084  3 Credits
CLERICAL ACCOUNTING III
Develops procedures necessary for updating accounting records for uncollectible accounts, depreciation, accruals, and deferrals.
Prerequisite: OMT 083

OMT 085  1 Credit
DATA ENTRY OPERATIONS
Develops keyboard dexterity and accuracy to the level required for operating data entry equipment. Emphasis is on common data entry procedures.
Prerequisite: OMT 101

OMT 101A,B,C  1-3 Credits
TYPING I: ELEMENTARY A,B,C
Course provides basic keyboarding skill with emphasis on correct techniques and development of speed and accuracy. Introduction to centering jobs, letters, memos, manuscripts and envelopes.

OMT 102  3 Credits
TYPING II: INTERMEDIATE
Course develops increased speed and accuracy. Applies keyboarding skills to special letters, tabulations, manuscripts, business forms, and other office problems.

OMT 109  1 Credit
TYPING SKILL BUILDING
Typing drills to improve speed and/or accuracy on straight copy typing.
Prerequisite: OMT 101 or equivalent proficiencies.
OMT 119  
MODERN OFFICE BOOKKEEPING
Introduces basic bookkeeping principles and procedures and provides an introduction to computerized accounting techniques.

OMT 115  
BUSINESS MATH AND MACHINES

OMT 120  
BUSINESS ENGLISH
Develops skills in English fundamentals with emphasis on language usage. Intensive study of grammar, punctuation, capitalization, spelling, word usage, and sentence structure.

OMT 121  
PROOFREADING
Instruction and practice in proofreading skills. Includes basic techniques of proofreading; review of grammar, punctuation, and spelling; and proofreading for content and usage.

OMT 131  
SHORTHAND I: SPEEDWRITING
System of notetaking using longhand alphabet for rapid writing of office dictation or for abbreviated notetaking.

OMT 150  
COMPUTER LITERACY FOR OFFICE WORKERS
Covers basic vocabulary, hardware and software components, and machine operation. Requires little or no computer knowledge or skills. Includes hands-on experience.

OMT 170  
OFFICE PROCEDURES
Duties and responsibilities of general office employees: filing, effective mail processing, telephone communication, meeting the public, office supplies, banking and employment procedures. Prerequisite: OMT 102 and OMT 120 or equivalent.

OMT 192Q  
PAYROLL PROCEDURES
Instruction in the preparation of payroll and payroll tax returns. No prior knowledge of accounting is required.

OMT 203  
TYPING III: ADVANCED
Typing of business letters, legal documents, forms, statistical tabulations, and financial reports. Problem-solving approach to complete various typing assignments. Emphasizes speed and office standards. Prerequisite: OMT 102 or equivalent proficiencies.
OMT 220  1-3 Credits
WRITTEN BUSINESS COMMUNICATION
Course emphasizes the principles of writing as they apply to letters, memos, and reports.
Prerequisite: OMT 120 or equivalent proficiencies.

OMT 230A,B,C  1-3 Credits
MACHINE TRANSCRIPTION
Develops proficiency in use of machine transcriber emphasizing mailable transcripts and speed of transcription.
Prerequisite: OMT 120 and OMT 203 or equivalent proficiencies.

OMT 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 with choice of two different computers with a variety of software.
Prerequisite: OMT 101 or instructor approval.

OMT 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: OMT 101, 120, and 240 or instructor approval.

OMT 244  1 Credit
WORD/INFORMATION PROCESSING SIMULATIONS
Course reinforces concepts and applications learned in previous courses and gives students a chance to try their skills in an on-the-job simulation.
Prerequisite: OMT 243

OMT 259  1 Credit
COMPUTER APPLICATIONS FOR ACCOUNTING
Provides a transition from manual accounting to automated accounting on the microcomputer.
Prerequisites: OMT 084 and OMT 101.

OMT 270  3 Credits
PROFESSIONAL SECRETARIAL PROCEDURES
Duties and responsibilities of professional secretary in office communications, information/word processing, executive travel, reprographics, records management, library science as it applies to business research, data processing, expediting meetings, supervision of others, and employment and advancement procedures.
Prerequisite: OMT 102 and OMT 120 or equivalent proficiencies.
OMT 276  3 Credits
FILING & RECORDS MANAGEMENT
Presents the methods and procedures used in the management of information and records. Covers controls related to creation, use, maintenance, protection, retrieval, and disposition of records. Includes application of microforms and forms control.

OMT 278  3 Credits
INTERPERSONAL SKILLS
Orientation to human problems encountered and personal adjustments needed to succeed in business careers.

OMT 292  1-9 Credits
SIMULATIONS AND PROJECTS
Cooperative work experience placement for students who have completed a minimum of 12 credit hours in office management and technology courses. Specialized courses of study may be arranged with instructor approval.

PHIL 201  3 Credits
INTRODUCTION TO PHILOSOPHY
Introduces works of influential thinkers, both ancient and modern, in western philosophical tradition. Emphasizes central problems of knowledge, reality, good and evil.

PHILOSOPHY

PHIL 101  3 Credits
INTRODUCTION TO LOGIC
Analyzes argumentation and informal fallacies; introduces deductive logic, and examines inductive evidence in scientific and practical reasoning.

PHYSICAL EDUCATION/RECREATION

PER 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.

PER 114  1 Credit
WEIGHT TRAINING, BEGINNING
Improves strength, physical conditioning, and general sports performance through correct use of Nautilus equipment, free weights and use of body weight and resistance.

PER 118  1 Credit
AEROBICS
Exercise to music for cardiovascular, flexibility, and strength improvement.
PER 119 1-3 Credits
KARATE, BEGINNING
Introduces main techniques of karate. Covers three main aspects: individual training, applied training with opponent, and auxiliary exercises to increase skills.

PER 123 1 Credit
BOWLING, BEGINNING
Basic fundamentals for the beginner. Covers bowling technique, posture and position, and scoring.

PER 128 (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.

PER 219 1-3 Credits
KARATE, INTERMEDIATE
Continuation of PER 119. Covers basic review, injury prevention, philosophy, introduction to various schools and styles, and conditioning. Emphasis on refinement of basic moves, offensive and defensive strategy, and acquisition of intermediate moves and techniques. Prerequisite: PER 119 or permission of instructor.

PER 223 1 Credit
BOWLING, INTERMEDIATE
Provides bowling instruction to the person who knows basic techniques and wishes to further develop skills.

PER 263 1 Credit
BOWLING, ADVANCED
Instruction for the practiced bowler who wishes to gain improved style and consistency in scoring.

PER 264 1 Credit
WEIGHT TRAINING, ADVANCED
Strength development for persons already reasonably fit.

PS 101 3 Credits
INTRO TO AMERICAN GOVERNMENT
United States Constitution and its philosophy; branches of government and American political process.

PS 102 3 Credits
INTRO TO POLITICAL SCIENCE
Political science concepts; political processes; goals, methods, and levels of government.
PSYCHOLOGY

PSY 111 3 Credits
GENERAL PSYCHOLOGY
Introduces psychology through presentation of outstanding research and theories. Includes physiological, developmental and abnormal psychology, and perception, motivation, learning, and personality.

PSY 115 2 Credits
EFFECTIVE PARENTING
Group/sharing experience offering creative approaches to child discipline with goal of helping parents, day-care workers, and child attendants develop effective interactions with children.

PSY 130 1 Credit
CRISIS LINE/SHELTER ADVOCACY
Basic listening skills and crisis intervention techniques, legal alternatives, and community resources.

PSY 135 1 Credit
DOMESTIC VIOLENCE/SEXUAL ASSAULT ADVOCACY TRAINING
In-depth review of fundamentals of domestic violence and sexual assault advocacy with specific emphasis on law enforcement, legal, medical, and social services.

PSY 150 3 Credits
HUMAN DEVELOPMENT
Reviews aspects of human 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 153 3 Credits
HUMAN RELATIONS
Explores feelings, attitudes, and behaviors affecting interpersonal relationships in all areas of life. Emphasizes in-class experiences to increase self-awareness, build self-esteem, and enhance relationship skills.

PSY 165 2 Credits
PERSONAL AND PROFESSIONAL DEVELOPMENT
Group participation program helps people lead more effective personal and professional lives and improve communication skills, and personal career planning.

PSY 234 3 Credits
PSY 235 3 Credits
SUBSTANCE ABUSE COUNSELING I AND II
Theory and knowledge for counselors of alcohol and drug user/abusers. Formulates theoretical framework for utilizing counseling skills.
PSY 245  3 Credits
CHILId DEVELOPMENT
Study of physical, emotional, cognitive, and social aspects of child's development from prenatal period to beginning of adolescence. Includes theoretical view of development and effects of genetics, environment, and socialization.

RUSSIAN

RUSS 105  2 Credits
RUSSIAN LANGUAGE AND CULTURE I
Individualized Russian language projects involving aspects of Soviet culture developed from Soviet materials. Uses all four language skills: reading, writing, listening, and speaking.

SOCIOLOGY

SOC 101  3 Credits
INTRODUCTION TO SOCIOLOGY
Introduction to the science of humans as social animals, emphasizing social processes which give rise to and shape man's behavior, language, experiences, perception.

Multiple frameworks used in understanding and predicting human behavior.

SOC 106  3 Credits
INTRODUCTION TO SOCIAL WELFARE
Analysis of social inequality and American social welfare system. Traces historical development of government response to social inequality. Explores historical and persisting dilemmas - ethical, political, social and economic - explicit and implicit in social welfare provisioning. Assists in understanding of social welfare problems and their solutions.

SOC 201  3 Credits
SOCIAL PROBLEMS AND SOLUTIONS
Survey of some of today's major social problems such as criminal and violent behavior, corporate crime, sexual deviations, health problems, poverty, discrimination, urban decay, and environmental pollution. Examines how social issues become social problems, causes of problems, and dynamics involved in arriving at policies and solutions.

SOC 222  3 Credits
SMALL AND RURAL COMMUNITIES
Overview of organization, viability, change and problems of small communities and villages in rural areas; their relations to larger and regional systems; and factors which affect their future as autonomous units.
SPANISH

SPAN 101 3-4 Credits
ELEMENTARY SPANISH I
Foundations of Spanish: alphabet, proper pronunciation, basic vocabulary and sentence structure. Grammar covers articles, gender of nouns, adjectives, pronouns, and regular/irregular verb patterns through preterite tenses. Emphasizes speaking and understanding Spanish through frequent classroom practice and lab exercises.

SPAN 102 3-4 Credits
ELEMENTARY SPANISH II
Foundations of oral and written Spanish: continuation of basic Spanish vocabulary and grammar. Imperfect, future and conditional tenses, including their compound forms, will be studied along with other verbal patterns. Prerequisite: SPAN 101 or permission of the instructor.

SPAN 201 3-4 Credits
INTERMEDIATE SPANISH I
Reviews fundamental structures of Spanish grammar and vocabulary. Gives special attention to command forms and present and past subjunctive. Familiarizes students with normal sound and usage of language by taking dictation, reading and writing short compositions. Enhances essentials of conversational fluency through study of thematic vocabularies and idiomatic expressions. Prerequisite: SPAN 102 or permission of the instructor.

SPAN 202 3-4 Credits
INTERMEDIATE SPANISH II
Continuation of SPAN 201. Includes review of grammar and study of new vocabulary and expressions. Emphasizes reading and writing of short compositions or essays. Articles from magazines and newspapers on issues of current interest will be analyzed and discussed to expand ability of students to read, write and speak fluently. Prerequisite: SPAN 201 or permission of instructor.

SPEECH

SPCH 111 3 Credits
FUNDAMENTALS OF ORAL COMMUNICATION
Talking with greater ease and listening more effectively in individual and group situations. Improvement in organizing ideas and exchanging thoughts, opinions, information and data. Practice in understanding and using language and the informative speaking process. Students practice speaking and listening skills by participating in group activites and by giving individual speeches.
**THEATRE ARTS**

**THR 101 1-3 Credits**
**THEATRE PRACTICUM: PERFORMANCE**
Participation in mainstage productions as an actor, director, or assistant director.

**THR 201 1-3 Credits**
**THEATRE PRACTICUM: TECHNICAL**
Participation in mainstage productions as member of technical staff. Credit for scene crew, light crew, props, costume crew, make up crew, stage management, and publicity.

**VOCATIONAL SKILLS**

**VS 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.

**VS 105 1 Credit**
**TECH OF TAXIDERMY - BIRDS**
Course will cover the basics of taxidermy and mounting of the bird in detail. Each person will mount one complete bird from skinning and skin preparation to final painting and base making.

**VS 110 3 Credits**
**HOUSE DESIGN AND CONSTRUCTION**
A "how-to" course on putting a house together. Lecture includes planning, design, structural analysis, material and cost estimating, lot selection and acquisition, plumbing, electrical wiring and heating systems. Lab topics include blueprints, model truss design and construction and the model method of house design.

**VS 120 3 Credits**
**BOATBUILDING**
Principles of skiff construction, including lofting, patternmaking, woods, glues, fasteners, and construction.

**VS 120 3 Credits**
**FURNITURE REFINISHING**
Treatment of old furniture, tightening and refastening, stripping of old finish, smoothing, staining, and application of a new finish.

**VS 150 2 Credits**
**ADVANCED WOODWORKING**
An advanced version of VS 100 with emphasis on complex assembly techniques. The care and use of machines in building items made from wood.
WELDING

WELD 115  2 Credits
BASIC SHIELDED METAL ARC WELDING
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 116  2 Credits
INTERMEDIATE SHIELDED METAL ARC WELDING
Open to those who have successfully passed WELD 115, or who have substantial welding experience. After a brush up on the basics the course moves into Gas Metal Arc Welding (MIG). The MIG work is primarily with steel, but also deals with the more expensive aluminum. Time is spent with the oxy/acetylene torch, typical fabrication techniques, electrode selection, fitup, and joint design.
Prerequisites: WELD 112 or equivalent proficiencies.

WELD 117  2 Credits
ARC AND OTHER WELDING SYSTEMS
Open to those with prior experience in welding. Deals with welding methods and techniques beyond those encountered in SMAW (stick welding). Begins with MIG welding of steel, basic joints and positions used in basic SMAW classes. Moves to use of MIG on aluminum: positions, maintenance and set-up of equipment and shielding gas as well as proper use of process to make sound weld joint with good appearance. Remainder of course devoted to TIG process and to welding of thermoplastics.
Prerequisite: WELD 115

** ** ** ** ** ** ** ** ** ** ** ** **

NOTE: STUDENTS ARE RESPONSIBLE FOR PERSONAL ITEMS BROUGHT TO CLASSROOMS. THE COLLEGE ASSUMES NO LIABILITY FOR PERSONAL ITEMS.
### STAFF

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ken Boyer</td>
<td>Custodian</td>
</tr>
<tr>
<td>Barbara Cristaldi</td>
<td>Administrative Assistant</td>
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<tr>
<td>Violeta Doctolero</td>
<td>Bookstore</td>
</tr>
<tr>
<td>Karen Hamer</td>
<td>Bookkeeper</td>
</tr>
<tr>
<td>Benjamin Justiniano</td>
<td>Custodian</td>
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<tr>
<td>Steve Kreber</td>
<td>Television</td>
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<tr>
<td>Patricia Mahoney</td>
<td>Personnel</td>
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<tr>
<td>Dee McDaniel</td>
<td>Registrar</td>
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<td>Fely Rambac</td>
<td>Media</td>
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<tr>
<td>Michelle Ryan</td>
<td>Business Manager</td>
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<tr>
<td>Stuart Roberts</td>
<td>Maintenance</td>
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</tbody>
</table>

### FULL-TIME INSTRUCTORS

- **Bane, Gilbert** - 1988 - Science  
  California State University, 1954, B.S.; Cornell University, 1961, M.S.; Cornell University, 1963, Ph.D.

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

- **Cleary, Brian** - 1988 - Computer  
  Cuesta College, 1976, A.A.; California State University, 1979, B.A.; California State College, 1981, M.A.; University of Oregon, 1984, M.S.

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

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

- **Stevens, Gary** - 1975 - Speech  

- **Warner, Irving** - 1985 - English  
  University of Alaska, Fairbanks, 1972, B.A.; University of Maine, Orono, 1983, M.A.

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

- **Wischer, Kathleen** - 1988 - Office Management Technology  
  Western Michigan University, 1968, B.S.
PART-TIME INSTRUCTORS

Approximately 60 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.

COLLEGE ADVISORY COUNCIL

Jeff Stephan
Diedre Bailey
Carol Hagel (ex officio)
Ginny Shank
Jack Hill
Mildred Sugita
Anna Moran

Loren Halter
Donene Tweten
Margaret Hall
Cmdr. Richard Davison
Suzanne Hancock
John Witteveen
Ann Barker
Louis Iani

PRINCIPAL ADMINISTRATIVE OFFICERS
UNIVERSITY OF ALASKA

Dr. Donald O'Dowd ........................................... President
Dr. Patrick J. O'Rourke .......... Chancellor, Univ. of Ak Fairbanks
Dr. Donald Behrend ............ Chancellor, Univ. of Ak Anchorage
Dr. Marshall Lind .............. Chancellor, Univ. of Ak Southeast

BOARD OF REGENTS

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

Ann T. Parrish, President .................................... Anchorage
Gordon E. Evans, Vice President ................................ Juneau
Ruth E. Burnett, Treasurer .................................. Fairbanks
Robert Franklin Williams, Secretary ............................ Kenai
Roy Huhndorf .................................................. Anchorage
Susan A. Stitham ............................................... Fairbanks
Donald B. Abel, Jr. .............................................. Juneau
Mark H. Helmericks ................................. Prudhoe Bay
Edward B. Rasmuson ........................................ Anchorage
Judith Graham, Student ................................ Anchorage
Marcus (Randy) Clapp ................................. Fairbanks
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic</td>
<td></td>
</tr>
<tr>
<td>Calendar</td>
<td>1</td>
</tr>
<tr>
<td>Eligibility-Continued Aid</td>
<td>15</td>
</tr>
<tr>
<td>Petition</td>
<td>20</td>
</tr>
<tr>
<td>Regulations</td>
<td>19</td>
</tr>
<tr>
<td>Accounting Courses</td>
<td>35</td>
</tr>
<tr>
<td>Accreditation</td>
<td>4</td>
</tr>
<tr>
<td>Adding Courses</td>
<td>8</td>
</tr>
<tr>
<td>Administration</td>
<td>1</td>
</tr>
<tr>
<td>Admission to Degree Program</td>
<td>24</td>
</tr>
<tr>
<td>Admissions Policy</td>
<td>6</td>
</tr>
<tr>
<td>Adult Basic Education</td>
<td>26</td>
</tr>
<tr>
<td>Advising</td>
<td>17</td>
</tr>
<tr>
<td>Anthropology Courses</td>
<td>35</td>
</tr>
<tr>
<td>Art Courses</td>
<td>36</td>
</tr>
<tr>
<td>Associate Degree Program</td>
<td>27</td>
</tr>
<tr>
<td>Associate of Arts</td>
<td></td>
</tr>
<tr>
<td>Degree</td>
<td>29</td>
</tr>
<tr>
<td>Second AA Degree</td>
<td>25</td>
</tr>
<tr>
<td>Audit</td>
<td>7</td>
</tr>
<tr>
<td>Aviation Tech Courses</td>
<td>37</td>
</tr>
<tr>
<td>Biology Courses</td>
<td>38</td>
</tr>
<tr>
<td>Board of Regents</td>
<td>66</td>
</tr>
<tr>
<td>Book Store</td>
<td>16</td>
</tr>
<tr>
<td>Business Administration</td>
<td></td>
</tr>
<tr>
<td>AAS Degree</td>
<td>30</td>
</tr>
<tr>
<td>Courses</td>
<td>37</td>
</tr>
<tr>
<td>Business Computer Information</td>
<td></td>
</tr>
<tr>
<td>Systems Courses</td>
<td>40</td>
</tr>
<tr>
<td>Cancellation of Classes</td>
<td>9</td>
</tr>
<tr>
<td>Certificates</td>
<td>27</td>
</tr>
<tr>
<td>Change of Grade</td>
<td>23</td>
</tr>
<tr>
<td>Chemistry Courses</td>
<td>42</td>
</tr>
<tr>
<td>Class Attendance</td>
<td>19</td>
</tr>
<tr>
<td>CLEP Program</td>
<td>20</td>
</tr>
<tr>
<td>College Advisory Council</td>
<td>66</td>
</tr>
<tr>
<td>Computer Science Courses</td>
<td>43</td>
</tr>
<tr>
<td>Counseling</td>
<td>17</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>33</td>
</tr>
<tr>
<td>Course Numbering System</td>
<td>33</td>
</tr>
<tr>
<td>Credit</td>
<td></td>
</tr>
<tr>
<td>Transfer of</td>
<td>19</td>
</tr>
<tr>
<td>By Examination</td>
<td>20</td>
</tr>
<tr>
<td>Military Service</td>
<td>19</td>
</tr>
<tr>
<td>Study Load</td>
<td>19</td>
</tr>
<tr>
<td>Compressibility Policy</td>
<td>19</td>
</tr>
<tr>
<td>No-Credit Option</td>
<td>23</td>
</tr>
<tr>
<td>Requirement for Degree</td>
<td>25</td>
</tr>
<tr>
<td>Residence</td>
<td>25</td>
</tr>
<tr>
<td>Dance Courses</td>
<td>43</td>
</tr>
<tr>
<td>Degrees-Gen Requirements</td>
<td>24</td>
</tr>
<tr>
<td>Dropping Courses</td>
<td>8</td>
</tr>
<tr>
<td>Economics Courses</td>
<td>44</td>
</tr>
<tr>
<td>Education</td>
<td></td>
</tr>
<tr>
<td>Adult</td>
<td>26</td>
</tr>
<tr>
<td>Courses</td>
<td>44</td>
</tr>
<tr>
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<td>Humanities Courses</td>
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<tr>
<td>Japanese Courses</td>
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<td>Mathematics Courses</td>
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<tr>
<td>Mission Statement</td>
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<td>Certificate Program</td>
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<td>12</td>
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</tbody>
</table>
Registration

Procedures .................. 7
Changes ...................... 8
Residency ..................... 6
Russian Courses ............... 61
Scholarships .................. 14
Senior Citizen Tuition ...... 10
Sociology Courses .......... 61
Spanish Courses .............. 62
Speech Courses ............... 63
Staff .......................... 65
Student ID Numbers .......... 7
Student Records .............. 18
Theater Arts Courses ........ 63
Transcripts ................... 21
Transfer of Credit .......... 19
Tuition

Schedule ..................... 9
Deferred ...................... 11
Refund ........................ 12
Veterans Affairs ............ 18
Vocational Skills .......... 63
Welding Courses ............ 64
Withdrawal Policy .......... 8
Work Study ................... 15

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