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# KODIAK COLLEGE

University of Alaska Anchorage



## 1991 - 1992 CAMPUS BULLETIN

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**KODIAK COLLEGE**  
**University of Alaska Anchorage**

Received by  
Student Information  
and Registration



MAR 14 1991

**CAMPUS BULLETIN**

**1990 - 1992**

It is the responsibility of the individual student to become familiar with the announcements and regulations printed in this bulletin. Although it was prepared on the basis of the best information available at the time, all information (including the academic 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. Kodiak College, along with those at Kenai and Palmer, is an extended college of the University of Alaska Anchorage; and this bulletin makes up part of the complete catalog for UAA.

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 Act of 1967, the Vietnam Era Readjustment Assistant Act of 1974, and the Public Health Service Act of 1971. Inquiries regarding the application of these and other regulations should be directed to the local Affirmative Action Officer at the University of Alaska.

**KODIAK COLLEGE**  
**University of Alaska Anchorage**  
**117 Benny Benson Drive**  
**Kodiak, Alaska 99615**  
**(907) 486-4161**

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## TABLE OF CONTENTS

<b>ACADEMIC CALENDAR .....</b>	<b>2</b>
<b>INTRODUCTION.....</b>	<b>3</b>
History of Kodiak College.....	3
History of the University of Alaska .....	4
Accreditation.....	5
Mission & Goals.....	5
<b>ADMISSION AND RECORDS POLICIES &amp; PROCEDURES.....</b>	<b>6</b>
Open Enrollment Policy.....	6
Ability to Benefit.....	6
Residency.....	6
International Students.....	7
Registration Procedures.....	7
Auditors.....	7
Use of Social Security #.....	8
Add/Drop Procedures.....	9
Tuition and Fees.....	9
Withdrawal From College.....	10
Senior Citizen Tuition Waiver.....	10
Deferred Tuition Plan.....	10
Student Expenses.....	11
Refunds.....	12
Financial Aid.....	12
Work Study Program.....	15
<b>SUPPORT SERVICES.....</b>	<b>15</b>
Library.....	15
Book Store.....	15
Access to Student Records.....	15
Counseling.....	16
Veterans.....	17
Student Code of Conduct.....	17
<b>ACADEMIC INFORMATION.....</b>	<b>19</b>
Academic Regulations.....	19
College Level Exam. Program (CLEP)...	20
Academic Petition.....	20
Transcripts.....	20
Grading.....	21
<b>DEGREE/CERTIFICATE REQUIREMENTS.....</b>	<b>24</b>
Admission Requirements.....	24
Graduation Requirements.....	25

---

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**PROGRAMS AND DEGREES.....26**

Adult Education Program.....26	Associate of Applied Science Degree
Associate Degree Programs.....26	Office Mgmt. & Technology.....29
Course Classifications.....27	Associate of Applied Science Degree
Associate of Arts	Office Administration.....30
General Transfer Degree.....28	Certificate Program
	Office Mgmt. & Technology.....31

**COURSE DESCRIPTIONS.....32**

**FACULTY, STAFF AND BOARDS.....57**

Full-Time Faculty.....57	Administrative Officers.....58
Staff.....57	University of Alaska
Part-time Faculty.....58	Board of Regents.....58
Kodiak College Advisory Council.....58	

**INDEX.....59**

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**ACADEMIC CALENDAR**

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**1990 - 1991****FALL SEMESTER**

Labor Day Holiday	Sept. 3, 1990
Registration	Sept. 4, 5, 1990
Student Orientation	Sept. 6, 1990
Classes Begin	Sept. 10, 1990
Late Registration Begins	Sept. 17, 1990
Deadline For Fall Graduation Applications	Oct. 12, 1990
Thanksgiving Vacation	Nov. 22, 23, 1990
Last Day To Drop Classes	Nov. 30, 1990
Semester Ends	Dec. 21, 1990

**SPRING SEMESTER**

Registration	Jan. 8, 9, 1991
Classes Begin	Jan. 14, 1991
Late Registration Begins	Jan. 21, 1991
Deadline For Spring Graduation Applications	March 11, 1991
Last Day To Drop Classes	March 22, 1991
Spring Recess	March 29, 1991
Semester Ends	April 26, 1991
Commencement	April 27, 1991

**1991 - 1992 \*****FALL SEMESTER**

Labor Day Holiday	Sept. 2, 1991
Registration	Sept. 3, 4, 1991
Student Orientation	Sept. 5, 1991
Classes Begin	Sept. 9, 1991
Late Registration Begins	Sept. 16, 1991
Deadline For Fall Graduation Applications	Oct. 11, 1991
Last Day To Drop Classes	Nov. 27, 1991
Thanksgiving Vacation	Nov. 28, 29, 1991
Semester Ends	Dec. 20, 1991

**SPRING SEMESTER**

Registration	Jan. 7, 8, 1992
Classes Begin	Jan. 13, 1992
Late Registration Begins	Jan. 20, 1992
Deadline For Spring Graduation Applications	March 9, 1992
Last Day To Drop Classes	March 20, 1992
Spring Recess	March 27, 1992
Semester Ends	April 24, 1992
Commencement	April 25, 1992

\* May be subject to change.

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## INTRODUCTION

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### ***HISTORY OF KODIAK COLLEGE***

Kodiak College is part of the University of Alaska statewide system of public higher education. It was changed from its previous designation as a community college to an extended college of the University of Alaska Anchorage in 1987.

Kodiak College first 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 site of the 60-acre campus, approximately two miles northeast of the City of Kodiak. Several buildings have been added, and offerings have been increased to include over 150 different courses, currently serving approximately 500 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. In addition to lecture courses, there are a variety of open-entry lab courses in Mathematics, English (writing), Office Management & Technology, Music, and Computers. Also offered are selected upper division and graduate level courses. Programs are 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 U.S.C.G. Base, and each of the six villages.

Kodiak College sponsors various special events such as concerts, plays, lectures, workshops, and TV broadcasts of community interest. These broadcasts include live forums with candidates of upcoming political elections, cultural events, and drug and alcohol awareness programming. 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 Industrial and Technology Center, the U. S. Coast Guard, Women's Resource and Crisis Center, and others.

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Kodiak College is approved as a testing center for the following standardized tests: Admission Test of 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.

## ***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, 1915 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 Legislatures 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 fifth University president in 1973 upon the retirement of Dr. Wood. Dr. Charles O. Ferguson succeeded Dr. Hiatt in March, 1977, followed by Dr. Neil Humphrey, Mr. Foster Diebold, Dr. Jay Barton, Dr. Donald O'Dowd, and Dr. Jerome Komisar.

Today, the University statewide system includes university centers at Fairbanks, Anchorage, and Juneau, and extended site colleges at Bethel, Kenai-Soldotna, Ketchikan, Kodiak, Kotzebue, Nome, Palmer, and Sitka, as well as 13 extension centers located in other communities of the state and a community college at Valdez.

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## **ACCREDITATION**

Kodiak College, University of Alaska Anchorage is fully accredited by the Commission of Colleges of the Northwest Association of Schools and Colleges.

## **MISSION**

Kodiak College, an extended college of the University of Alaska Anchorage, exists to provide quality learning opportunities to adults of the region. Diverse programs encourage lifelong learning and develop personal, social, and economic potential of individuals, thereby enhancing community and state. Education opportunities and services include the following:

1. General Associate of Arts transfer degree.
2. Selected upper-division and graduate courses.
3. Programs in vocational and technical areas.
4. An academic library open to all adult community members.
5. Academic counseling.
6. Individualized open-entry lab courses in English, math, computer information, music, and office skills programs.
7. Non-credit adult education program of instruction in basic skills, GED (General Educational Development) test preparation, English As A Second Language, and U. S. citizenship.
8. Credit and non-credit courses to meet special interests.
9. Public events such as lectures, theater productions, concerts, art shows, and television broadcasts.
10. Participation in the statewide teleconference network.

## **GOALS**

- I. To assure quality throughout the instructional program.
- II. To extend access to all adults with the desire and ability to benefit.
- III. To graduate students who have acquired a general education which will allow them to live more effectively and to continue their academic pursuits.
- IV. To provide community service activities which support civic, economic, educational and cultural needs.
- V. To support economic development through education and training.
- VI. To attract, retain, and support highly qualified personnel.
- VII. To assure that the College has clearly identified priorities, strategies for achieving them, and a means of evaluating effectiveness.
- VIII. To maintain a clear identity, reach potential students, and increase public support.

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## **ADMISSION POLICIES AND PROCEDURES**

### ***OPEN ENROLLMENT POLICY***

Under Kodiak College's open enrollment policy, students are eligible to enroll for credit classes if they meet one of the following criteria:

- a. Have earned a high school diploma or equivalent GED certificate; or
- b. Are 18 years or older and have demonstrated ability to benefit (see below);  
or
- c. Are high school students approved to participate. Students must complete required forms prior to registration.

### ***ABILITY TO BENEFIT***

Individuals who do not have high school diplomas or the equivalent, or who cannot meet other general admission requirements may be admitted if they are able to demonstrate "the ability to benefit" from college instruction. Interested persons should contact the Counselor, who will assist by reviewing the individual's background, providing an opportunity for assessment, and determining the appropriate entry level of instruction.

### ***RESIDENCY***

For purposes of non-resident tuition, a resident is any person who has been physically present in Alaska for one year (excepting only vacations or 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 age of 18 who has a parent or guardian who qualifies as an Alaskan resident, as defined above, shall be deemed a resident. 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.

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## **INTERNATIONAL STUDENTS**

International students with Permanent Resident or Immigrant visas may enroll under the open enrollment option or through formal admission. Individuals wanting to apply for the International Student Form I-20A must be formally admitted to degree-seeking status. Students who wish to transfer college level course work from foreign institutions must submit official transcripts and English translations as well as an official statement of educational equivalency from a recommended international credentials evaluation service.

International students (F1) who wish to apply for the U. S. Department of Justice, Immigration, and Naturalization Services Certificate of Eligibility for Non-Immigrant Students (Form I-20A) must do the following:

1. Meet University admission requirements and be accepted to a program.
2. Submit an official TOEFL (Test of English as a Foreign Language) score of at least 450 or better.
3. Submit a statement of financial support for the anticipated period of study.
4. Provide official transcripts and a statement of educational equivalency from a recommended credentials evaluation service.

## **REGISTRATION 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. No credit is received for audited courses. The faculty member and student agree upon terms for auditing the course. Submission of papers for correction and grading and participation in laboratory experiences are at the discretion of the instructor. Auditors are required to register and pay appropriate tuition and fees.

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## **USE OF SOCIAL SECURITY NUMBERS**

The social security number is used as the student identification number. Students who do not wish to use their social security numbers will be assigned nine-digit numbers.

## **ADD/DROP PROCEDURES**

To add or drop a class, students must complete an add/drop form, and pay the appropriate fee at the Business Office. The date of validation by the Business Office is considered the official date of withdrawal. Courses dropped before the end of the third week of the semester will not appear on the student's permanent record; thereafter, a mark of "W" will be entered.

Students wishing to add classes to their schedule may do so until the end of late registration by following the add/drop procedure. Additional information about the add/drop procedure may be obtained from the Registrar.

<b>DESIRED CHANGE</b>	<b>FIRST THREE WEEKS</b>	<b>4th THROUGH 12th WEEKS</b>
Add Course	Add form filed at Business Ofc.	Instructor consent for open-entry labs; \$2 fee
Drop Course	Drop form filed at Business Ofc. Will not appear on record.	Not permitted-see Withdrawal
Withdrawal	Not permitted - see Drop	\$2 fee; will appear on student record
Credit/No Credit Option	Form filed with Registrar; no fee	Not permitted
Credit to Audit	Form filed with Registrar	Through 12th week; \$2 fee
Audit to Credit	Form filed with Registrar	Not permitted.
Total Withdrawal	Drop form filed with Registrar; Will not appear on record	Withdrawal form filed; will appear on student record as "W". Same applies after 12th week; faculty notification is requested.

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## **TUITION AND FEES**

### **TUITION SCHEDULE**

<b><u>CREDIT HOURS</u></b>	<b><u>RESIDENT</u></b>	<b><u>NON-RESIDENT</u></b>
1	\$ 39	\$ 140
2	78	280
3	117	420
4	156	560
5	195	700
6	234	840
7	273	980
8	312	1,120
9	351	1,260
10	390	1,400
11	429	1,540
12	468	1,680
13 or more	507	1,820

Resident tuition is \$46 per credit hour for upper-division courses and \$90 per credit hour for graduate courses. Non-resident rate is \$140 and \$180 respectively for upper-division and graduate credits.

Courses which require the use of special materials, supplies or services may have a material 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 an agency or company, 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. If a student anticipates payment by an agency but does not have the necessary purchase order, tuition must be paid with registration or the deferred billing. 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, registration may be denied. 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, fees, and charges due have been paid.

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## **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: Fees are payable in full 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) .....	\$20
Late Registration Fee .....	5
Add/Drop Fee .....	2
Deferred Payment Service Charge .....	2
Credit-By-Examination (per credit) .....	5

## **WITHDRAWAL FROM COLLEGE**

The student who finds it necessary to withdraw from college should immediately complete a withdrawal form and return it to the Business Office. The refund and grades are determined according to regulations printed in the bulletin and class schedule.

## **SENIOR CITIZEN TUITION WAIVER**

The University of Alaska Board of Regents has approved a waiver of course tuition (excluding fees) for Alaska residents 60 years or older. Such students may enroll in any class 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 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 case of discontinued attendance, the standard withdrawal and refund policy is in effect. Students registering for three or more credits will pay one-half of assessed tuition at registration with the balance due within 30 days.

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

## ***STUDENT EXPENSES***

A student's expenses depend upon a number of factors 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. See the section in this bulletin on "Tuition and Fees" for a listing of these charges.

### **Books and Supplies:**

This usually ranges between \$350 and \$450 for a full-time student.

### **Housing:**

Charges for rent, utilities, and other household expenses vary with the size of an apartment and the number of roommates sharing the total cost. For most students, housing averages from \$4,000 to \$4,500 per instructional year. No campus housing is available.

### **Food:**

An allowance of between \$1,500 and \$2,000 is sufficient for most students. There is no food service on campus.

### **Transportation:**

An allowance of \$400 - \$500 but the distance a student lives from campus and whether or not the student owns a car should be taken into consideration. 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:**

\$900 to \$1,000 for the instructional year should be sufficient to cover clothing, laundry, medical and dental expenses, recreation, personal supplies and other miscellaneous expenses.

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## **REFUNDS**

Students who drop or withdraw from courses must complete an add/drop form at the Business Office. The date of drop/withdrawal as indicated on the official add/drop receipt determines eligibility for a refund. Refunds are not processed until after late registration. Refunds for semester-length courses will be made according to the following schedule:

- 100% refund of tuition and fees when a drop is made prior to the 8th calendar day of the semester or in the event that courses are cancelled by the college.
- 50% tuition only refund when a drop is made from the 8th calendar day and prior to the 15th calendar day of the semester.
- No refund after the 15th calendar day of the semester.
- No refund of non-credit course and lab fees unless the class has been cancelled by the college.
- No refund if the student must withdraw as a result of disciplinary action.
- Refunds of less-than-semester length classes are prorated.

A student with extenuating circumstances who must drop after the refund period may apply for a refund by completing a Student Petition and submitting it to the College Director.

## **FINANCIAL AID**

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

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 from the counseling office and 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 for certain types of financial aid, including PELL Grant, Supplemental Education Opportunity Grants, Perkins Loans, Guaranteed Student Loans, BIA Benefits, and V.A. Benefits.

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## **GRANTS AND SCHOLARSHIPS**

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

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 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 and 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 grants are available to eligible students, and applications are available from BIA offices and the Kodiak Area Native Association.

## **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.

THE ALASKA STUDENT LOAN is available to any full-time student who has been resident of Alaska for the preceding two years and has a high school diploma or the equivalent. Undergraduate students may borrow up to \$5,500 per year to pay for educational expenses at any accredited institution. Applications are available from the Counselor.

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### ***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.

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## **SUPPORT SERVICES**

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### ***LIBRARY***

The Library collection of 20,000 volumes is housed in the Benny Benson Building on campus and is organized by the Library of Congress classification system. The entire collection is catalogued on the Western Library Network (WLN), a computer system which allows students to search for books in western states libraries by title, author, and subject. The computerized GNOSIS system allows student to search for books in the same manner but includes only University of Alaska libraries. Books that are located in other libraries may be requested through inter-library loans.

Free library check-out privileges are granted to students and faculty as well as to members of the community upon the completion of a registration card. Library hours are posted and may vary for each semester. Books may be checked out for two weeks and may be renewed. The college reserves the right to withhold the grades of students who do not return library materials.

### ***BOOK STORE***

The College Book Store is located in the Benny Benson Building. Textbooks may be purchased beginning one week prior to the start of the semester. Books in new condition may be returned within five school days after the start of class. A cash register receipt must be presented at the time of return. A refund will be issued by check within four weeks. It is suggested that textbooks not be purchased until it has been determined that the course has adequate enrollment.

In addition to textbooks, the Book Store stocks items such as pens, pencils, notebooks, pads, dictionaries, and other instructional items.

### ***ACCESS TO STUDENT RECORDS***

In accordance with the 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.

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## **INFORMATION**

- Additional information, catalogs, and applications may be obtained by visiting or writing the college at 117 Benny Benson Drive, Kodiak, Alaska 99615, (907) 486-4161.
- Kodiak College is designated as a smoke-free environment. Smoking is not permitted in any of the buildings, owned, leased, rented, or under the control of the University of Alaska Anchorage, or in University vehicles.

## **COUNSELING**

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

- Answering questions related to degree requirements, transfer information and high school completion.
- Assisting students in their search for career information.
- Assessment testing.
- Monitoring, scoring and explaining tests, providing information to students regarding occupational interests, school aptitudes, abilities, and personal values.
- Assisting students who have been referred by college staff and community agencies.
- Making referrals to other professional agencies when necessary.
- Assisting faculty to understand and meet the specific needs of individual students.

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## **VETERANS**

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, which may result in suspension of Veterans 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.
3. Monthly verification of attendance progress.

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

## **STUDENT CODE OF CONDUCT**

Included in the responsibilities of a student is an awareness of the standards of appropriate behavior. Students are expected to exercise self-discipline. In general, off-campus activities are viewed as their personal business. However, when a student violates local, state, or federal laws and at the same time violates the Code of Conduct, either on or off campus, the college reserves the option of initiating disciplinary action on its own. Disciplinary action may be initiated by the college and sanctions imposed against any student or student organization found guilty of committing, attempting to commit, or intentionally assisting in the commission of any of the following prohibited forms of conduct.

1. **Disruption or Obstruction:** Conduct which materially or substantially disrupts or obstructs the educational process of the college.
2. **Harassment:** Physical, verbal abuse, or sexual harassment of another person, or conduct, including but not limited to hazing, which threatens or endangers the health and safety of others.

3. **Hazing:** Student organizations or individuals shall not engage in or condone any form of hazing. Hazing may include but is not limited to: a.) any action taken or situation intentionally created to subject another person to mental or physical discomfort, embarrassment or ridicule; b.) verbal or physical harassment or abuse; or c.) encouragement, facilitation or participation in public stunts, morally degrading or humiliating behavior or games on or off campus which interfere with academic performance or unreasonably create a hostile or offensive learning environment.
4. **Intoxicants and Drugs:** Possession, consumption, being perceptibly under the influence, or furnishing of alcoholic beverages on campus property or at supervised functions of student organizations except as provided by rules, policies, and procedures of the University of Alaska Anchorage. Possession, consumption, being perceptibly under the influence, or furnishing of any narcotic or dangerous drugs except when use or possession is lawfully prescribed by an authorized medical doctor or dentist.
5. **Dangerous Chemicals and Devices:** Unauthorized use, possession, or sale of firearms, explosives, dangerous chemicals, or other dangerous weapons on University property except as expressly authorized by campus procedures.
6. **Other Forms of Misconduct:** Forgery, alteration, or misuse of college documents, records, funds, or identification. Falsification of records or deliberate misrepresentation of facts on college forms and documents. Telephone misuse, theft, or malicious destruction, damage, or misuse of college or private property including computers. Unauthorized use of college funds, equipment, and supplies including but not limited to falsely representing oneself as an agent of the college, incurring debts or entering into contracts on behalf of the college.
7. **Violation of College Regulations:** Violating published University regulations, including those related to entry and use of college facilities, the rules in this section, and any other rules or regulations which may be enacted by the college. Failure to comply with the lawful directions of college personnel acting in the performance of their duties.

The following documents are available in the counseling office and are printed in the University of Alaska Anchorage catalog:

1. Statement of Student Rights, Freedoms, and Responsibilities
2. Drug Free Schools, a description of the program adopted by the University of Alaska Anchorage to prevent unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.
3. Grievance Procedure

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## ACADEMIC INFORMATION

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### **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 19 semester hours of credit. Students who wish to enroll for additional credits must submit a petition, approved by the counselor for overload at registration.

#### **Credit Compressibility Policy:**

A minimum total of forty-five (45) hours of study in and out of class is required for one credit hour. For short courses of less than one semester, 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. Alternative learning modes are subject to the instructional objectives and outcomes of comparable, traditionally taught courses, but contact hour standards may differ.

#### **Transfer of Credit:**

The college will accept transfer of credits from other accredited institutions when the grades of courses completed are "C" or better. 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 24 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.

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## **COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

### **CLEP General Examinations:**

Only students who are currently enrolled or those who have previously taken courses at the University of Alaska which resulted in an official transcript may be award CLEP credit. Credit for CLEP General Examinations shall be awarded according to the following:

English -- no credit is awarded.

English Composition with Essay -- 3 credits ENGL 111 for 500 score

Mathematics -- 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

Most credits awarded through CLEP examinations are elective credits. Examinations may not be repeated earlier than six months.

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 Registrar.

### **TRANSCRIPTS**

An official transcript containing the seal of the University of Alaska is available at a charge of \$4 per written request by the student from:

Student Records Office  
University of Alaska Anchorage  
3211 Providence Drive  
Anchorage, Alaska 99508

Official transcripts from other institutions and other supporting documents become the property of the University and are not reissued or copied for distribution.

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## **GRADING POLICY**

### **Academic Letter Grades**

Only letter grades appear on the student's permanent academic record. These grades carry grade points and are used to calculate the student's GPA.

- 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.

### **Non-Academic Grades**

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.

- 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.

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## Other Designations

These designations are not grades and do not carry grade points.

**AU** -- Audit; indicates enrollment for information only; 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**

**B = 3**

**C = 2**

**D = 1**

**F = 0**

The number of credits is multiplied by the letter value of the grade to give the grade points for each course. The sum of the grade points is then divided by the total credits attempted to arrive at the grade-point average.

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 towards 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 the student's major. A maximum of 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 of the semester, students may request the CR/NC grading option by submitting the necessary paperwork at the registration office.

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## **GRADE CHANGES**

Grades 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. Corrections must be made by the end of the semester following the one in which the grade was originally assigned.

## **INCOMPLETE GRADE**

An I (Incomplete) is a temporary grade. It may be used at the faculty'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 faculty will specify work to be completed and a timeframe. Coursework must be completed by a date specified in the contract, not to exceed one year. Upon completion of the required work, the faculty must submit a Change of Grade form to the registration office. If the terms are not met, a failing grade may be assigned. If the coursework is not completed and the faculty member does not submit a change of grade, the I (Incomplete) will become a permanent grade.

## **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 must clearly explain this fact to the students at the beginning of 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.

## **PREREQUISITES**

Prior to enrollment, it is the student's responsibility to meet prerequisites listed with the course description. If the student has not done so, the faculty may initiate a drop/withdrawal for the course.

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## **DEGREE/CERTIFICATE REQUIREMENTS**

To receive a degree from Kodiak College, a student must satisfy two requirements:

1.) general University Requirements and 2.) specific Degree Requirements.

### ***ADMISSION PROCEDURES TO DEGREE/CERTIFICATE PROGRAMS***

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 complete the following:

1. Submit a completed Application for Admission and \$20 fee to the registrar.
2. Arrange to have official transcripts sent to the registration office from 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 sixty (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 Anchorage. Credit by examination does not qualify for resident 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 24 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.

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## **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 year.

### **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 (i.e., 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 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 honors.

## **CONFERRING OF DEGREES/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.

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## **PROGRAMS AND DEGREES**

### ***ADULT EDUCATION PROGRAM***

The Kodiak Regional Adult Basic Education Program (ABE) includes non-credit, developmental instruction in basic skills (reading, writing, math, grammar); English As A Second Language classes; General Educational Development (G.E.D.) preparation and testing; and life skills classes (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 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***

**ASSOCIATE OF ARTS DEGREE (AA)** -- designed primarily for students who intend to continue their education in pursuit of a Bachelor's degree. As such, it provides a broad educational background.

**ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS)** -- 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 Office Administration and Office Management and Technology.

### ***LINKING ASSOCIATE OF ARTS DEGREES TO BACCALAUREATE DEGREES***

By carefully selecting courses, students interested in going on to University of Alaska Anchorage Bachelor's programs can meet many of their general education requirements (GER). These GER courses are noted in each Kodiak College semester course schedule. Students should see the Counselor regarding degree requirements for specific UAA programs.

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## ***COURSE CLASSIFICATIONS***

### **APPLIED STUDIES**

Accounting  
Aviation Technology  
Business Administration  
Business Computer Info. Systems  
Early Childhood Development  
Education  
Fisheries  
Home Economics  
Military Science  
Office Management & Technology  
Physical Education/Recreation  
Vocational Skills  
Welding  
Other

### **HUMANITIES**

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

### **MATH/NATURAL SCIENCE**

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

NOTE: History may be applied to either the Humanities or Social Science requirements but not to both.

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**ASSOCIATE OF ARTS**  
**GENERAL TRANSFER DEGREE**

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**GENERAL REQUIREMENTS:**

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

AREAS	CREDITS
Communications .....	9
Written Communication (ENGL 111, 211, or 213)	
Oral Communication (SPCH 111)	
Math/Natural Science .....	9
Humanities .....	9
Social Science .....	9
Applied Studies .....	9
Sub Total	45
Electives .....	15
TOTAL	60

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

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## ASSOCIATE OF APPLIED SCIENCE DEGREE

### Office Management and Technology

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#### 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 and Machines .....	3
OMT 120 Comprehensive Business English * .....	3
OMT 170 Office Procedures .....	3
OMT 220 Written Business Communications * .....	3
OMT 276 Filing and Records Management .....	3
OMT 278 Interpersonal Skills .....	3
* If used to satisfy written communications requirement, substitute other ACCT, BA, BCIS, ECON or OMT courses.	

#### Concentration in Secretarial Occupations (27 credits):

OMT 101 Beginning Keyboarding .....	3
OMT 102 Intermediate Keyboarding .....	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 course .....	6
Electives .....	6

#### Concentration in Accounting Occupations (27 credits):

ACCT 101 and 102 Principles of Financial Accounting I & II .....	6
OMT 101 Beginning Keyboarding .....	3
OMT 118 Modern Office Bookkeeping .....	3
OMT 192Q Payroll Procedures .....	1
BCIS 111 Introduction to Lotus 1-2-3 .....	1
Any 100/200 level ACCT, BA, BCIS, ECON, or OMT course .....	7
Electives .....	6

**TOTAL 60**

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## ASSOCIATE OF APPLIED SCIENCE DEGREE

### Office Administration

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#### General Requirements (15 credits):

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

#### Major Specialty (36 credits):

ACCT 101 & 102 Principles of Financial Accounting I and II .....	6
BCIS 100A Introduction to Computer Literacy .....	1
BCIS 100B Introduction to Microcomputer Applications .....	2
BA 151 Intro. to Business OR BA 165 Intro. to Small Business Ownership. ....	3
ECON 201 Introduction to Macroeconomics .....	3
ECON 202 Introduction to Microeconomics .....	3
BA 241 Business Law I .....	3
BA 242 Business Law II .....	3
Any 100 or 200 level ACCT, BA, BCIS, ECON or OMT course .....	12

Electives ..... 9

**TOTAL 60**

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**CERTIFICATE PROGRAM**  
**Office Management & Technology**

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**Major Specialty (22 credits):**

OMT 101 Beginning Keyboarding . . . . .	2
OMT 115 Business Math and Machines . . . . .	3
OMT 120 Comprehensive Business English . . . . .	3
OMT 121 Proofreading . . . . .	1
OMT 150 Computer Literacy for Office Workers . . . . .	1
OMT 170 Office Procedures . . . . .	3
OMT 220 Written Business Communications . . . . .	3
OMT 276 Filing and Records Management . . . . .	3
OMT 278 Interpersonal Skills . . . . .	3

**COMPLETE ONE OF THE FOLLOWING CONCENTRATIONS (8 credits):**

**Clerk Typist:**

OMT 102 Intermediate Keyboarding . . . . .	3
OMT 230 Machine Transcription . . . . .	3
OMT 242 Basic Word/Information Processing . . . . .	1
OMT 243 Advanced Word/Information Processing . . . . .	1

**Bookkeeper:**

OMT 118 Modern Office Bookkeeping . . . . .	3
OMT 192Q Payroll Procedures . . . . .	1
BCIS 111 Introduction to Lotus 1-2-3 . . . . .	1
BA 131 Personal Finance . . . . .	3

**TOTAL 30**

**NOTE:** Students must prove competency on a comprehensive examination administered at the end of studies in order to receive the Office Management and Technology certificates and degrees.

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## **COURSE DESCRIPTIONS**

The courses 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. Not all courses listed are offered every year.

### ***SPECIAL TOPICS AND NON-CREDIT COURSES***

Special topics courses and non-credit 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 three-digit course number. The designator commonly abbreviates the name of a discipline or department (i.e., ENGL for English). The first number of the three-digit course number indicates the year in which the course is ordinarily taken (i. e., ENGL 111 for first-year students and ENGL 341 for third-year students). More specifically, course numbers have the following meaning:

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

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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 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

## ADULT BASIC EDUCATION

### ABE 001 Non Credit ADULT BASIC EDUCATION

Adult Basic Education is a program of individualized instruction in mathematics, English, and reading comprehension as well as English As A Second Language. This instruction also can prepare the student for the GED High School Equivalency tests. Upon successful completion of the GED tests, the student is granted a high school equivalency diploma from the Alaska State Department of Education. All ABE classes are non-graded. Class exercises are scored only to provide students and teachers with information on progress and areas of difficulty.

## ACCOUNTING

### ACCT 101 3 credits ACCT 102 3 credits

#### PRINCIPLES 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 of 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 are covered.

**NOTE:** This course is not a prerequisite or substitute for ACCT 310. See UAA catalog for ACCT 310 course description.

### ACCT 210 3 credits INCOME TAX PREPARATION

Elements of federal income tax preparation 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. See UAA catalog for ACCT 310 course description.

### ACCT 202 3 credits PRINCIPLES OF MANAGERIAL ACCOUNTING

Studies the use of accounting data internally by managers in directing the affairs of business and non-business activities. Planning and control techniques include budgeting, product costing, breakeven analysis, and relevant costing decision analysis.

Prerequisite: ACCT 102

## ANTHROPOLOGY

### ANTH 101 3 credits INTRODUCTION TO ANTHROPOLOGY

Introduction to the fundamentals of four subfields of anthropology: archaeology, cultural anthropology, biological anthropology and anthropological linguistics. The course introduces basic ideas, methods and findings of anthropology. Recommended for majors and non-majors.

### ANTH 200 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.

## ART

### **ART 105** **3 credits** **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 credits** **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 credits** **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 credits** **BEGINNING STAINED GLASS**

An introduction to stained glass techniques including pattern designing, cutting, and use of lead came.

### **ART 181A** **3 credits** **BEGINNING CALLIGRAPHY**

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

### **ART 181B** **3 credits** **ART 181C** **3 credits** **INTERMEDIATE CALLIGRAPHY** **ADVANCED CALLIGRAPHY**

One new alphabet is introduced, with alphabet variations stressing development of individual styles, design, and use of color. Exercises in proficiency with letter forms. Prerequisite: ART 181A

### **ART 183** **3 credits** **BEGINNING WOODCARVING**

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

### **ART 185 B** **1 credit** **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. Emphasis on understanding form in space and light, and the interaction of form with color, value, and texture in paint. Prerequisite: ART 105 or instructor permission.

**ART 224** **3 credits**  
**BEGINNING PHOTOGRAPHY**

Basic principles of photography. 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 the 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.

**AT 200** **4 credits**  
**INSTRUMENT GROUND SCHOOL**

Instrument operation in detail. Altitude instrument flying, air traffic control and navigation facilities, pilot responsibilities, IFR enroute charts, approach plates, airspace and airway route system. ATC operations and procedures, FAA regulations, flight planning, medical facts for pilots, meteorology, and simulated flights.

Prerequisite: AT 100 or passing score on FAA private pilot written exam.

**ALASKA WILDERNESS STUDIES**

**AWS** **1 credit**  
**HIKING KODIAK TRAILS**

Hikes to local points of interest including an optional overnight backpacking trip. Includes discussion of hiking equipment, emergency gear, and investigations of birds, wildlife, marine life, and plant communities.

**AWS 113** **1-3 credits**  
**ALASKA MARINE SURVIVAL**

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 flotation. All with a marine emphasis.

## BIOLOGY

### **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; cell 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 107** **1 credit**

#### **NATURAL HISTORY OF THE LOCAL REGION**

Information about the specific plants, animals, or ecology of the local area. May be repeated three times for credit.

### **BIOL 111** **4 credits**

#### **HUMAN ANATOMY & 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 include seabirds, marine mammals, fish, bottom organisms, and plankton.

### **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 a 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**

**INTRODUCTION TO  
SMALL BUSINESS OWNERSHIP**

Business organization; nature of such business functions as management, finance, accounting, marketing, personnel administration, the opportunities and requirements for professional business careers.

**BA 166** **3 credits**

**SMALL BUSINESS MANAGEMENT**

Business planning as a key to successful small business management; examines practical aspects of management for starting and operating small businesses. Assists student in understanding personal finance, business regulations, marketing, production, and business finance.

**BA 223** **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**

Keyboarding skill of at least 30 w.p.m. is recommended for all BCIS courses.

**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, databases, and graphic systems.

**BCIS 104** **1 credit**

**CONTEMPORARY  
COMPUTER APPLICATIONS**

Instruction and practice in use of IBM PCs or Macintosh computers and newly-released software for office or personal use. May be repeated, but a maximum of three credits only apply to degree programs.

**BCIS 110** **3 credits**

**COMPUTER CONCEPTS IN BUSINESS**

Computer concepts from a user's perspective. Covers hardware, software, the information processing cycle, programming, and micro-computer software packages. Emphasis on solving business problems using LOTUS 1-2-3.

**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**

Concepts and techniques for construction of electronic spreadsheets and spreadsheet templates for business use. Application of LOTUS 1-2-3 database commands, advanced use of functions and file commands, and an introduction to keystroke macros.

**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 list 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**

Overview of MS-DOS commands. Standard internal functions and utilities. Directories and hard disk management.

**BCIS 143** **1 credit**  
**INTRODUCTION TO MACINTOSH**

Beginning-level, hands-on course designed for home and business use. Topics include desktop/file publishing, file management, word processing, 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 (ILQ).

**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 103** **4 credits**  
**SURVEY OF CHEMISTRY**

Introductory chemistry for health science majors. Covers units of measurement, periodic table, chemical equations, atomic and molecular structure, chemical bonding, radioactivity, oxidation-reduction reactions, solutions, acids, bases, and buffers. Introduction to organic chemistry covering alkanes, alkenes, alkynes, aromatic compounds, alcohols, phenols, ethers, and halides.

**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, oxidation-reduction reactions and thermodynamics. Prior knowledge of nomenclature and basic calculations (metric and si system, mole) will be assumed. CHEM 106 includes solution equilibrium,

electrochemistry, thermodynamics of equilibrium systems, coordination chemistry, radiation chemistry, organic nomenclature, structures, and simple reactions.  
Prerequisite: High School Chemistry or permission of instructor.

## COMPUTER SCIENCE

Prerequisite for all programming courses is two years of high school Algebra or equivalent with a grade of C or better.

**CS 105** **3 credits**  
**FORTRAN PROGRAMMING**

Training and practice in writing programs in FORTRAN language. Emphasis on problem solving with a computer, analysis, flowcharting, testing and debugging, and documentation.

**CS 106** **3 credits**  
**BASIC PROGRAMMING**

Practice and use of algorithmic approach to logical reasoning using graphic display of algorithms in flowchart form and coding instructions in BASIC language.

**CS 107** **3 credits**  
**PASCAL PROGRAMMING**

Training and practice in writing programs in Pascal language. Emphasis on problem-solving with the computer: analysis, flowcharting, test/ debugging, and documentation.

**CS 109** **3 credits**  
**SELECTED COMPUTER LANGUAGES**

Problem analysis and solution using a selected programming language such as FORTH or A. Note: Course may be repeated for different languages.

## **DANCE**

### **DNCE 100                      2 credits** **INTRODUCTION TO DANCE**

Introduction to the art and discipline of dance movement. Classes geared to level of participants. Enhanced physical agility and knowledge of basic dance vocabulary are goals.

### **DNCE 101                      2 credits** **FUNDAMENTALS OF BALLET I**

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.

### **DANCE 102                      2 credits** **FUNDAMENTALS OF BALLET II**

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.

### **DNCE 131                      2 credits** **FUNDAMENTALS OF JAZZ I**

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.

### **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** **PRINCIPLES OF MACROECONOMICS**

Introduction to economics; analysis and theory of national income, money and banking; public finance and taxation; and international trade. Primary concentration on the capitalist system and the U. S. economy.

### **ECON 202                      3 credits** **PRINCIPLES OF MICROECONOMICS**

Theory of prices and markets; industrial organization; public policy; income distribution; and contemporary problems of labor and business.

Prerequisite: ECON 201

## **EDUCATION**

### **ED 180                          1 credit** **BEGINNING SIGN LANGUAGE**

Introductory training in manual communication methods used in the United States. Students 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 the deaf. Credit will be awarded upon demonstration of successful mastery of the competencies required.

Prerequisite: ED 180

### **ED 201                          3 credits** **ORIENTATION TO EDUCATION**

Nature of teaching, including scholastic, professional, and personality requirements for effective teaching. Involves laboratory time in the public schools as teacher's aide. Open to all students; required for students majoring or minoring in education.

**ED 212** **3 credits**  
**HUMAN DEVELOPMENT &  
LEARNING**

Synthesis of the interrelated principles of human growth, development, adjustment and learning. Designed primarily for students preparing for a career in teaching but also open to parents, counselors, community workers and others interested in this subject.

**ED 216** **3 credits**  
**CHILDREN'S LITERATURE**

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

**ENGLISH**

- Non-credit courses in study skills, reading improvement and writing are regularly offered by the Adult Education Program.
- Credit earned from ENGL 101 courses applies as an elective but not toward composition requirements.
- Courses numbered under 100 do not transfer.
- Some courses require appropriate scores on placement tests.
- 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 drills, 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**                      **1-3 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**                      **1-3 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.  
Prerequisite: Appropriate ASSET score.

**ENGL 121**                      **3 credits**  
**INTRODUCTION TO LITERATURE**

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 judgement. Selected masterpieces from ancient times through the Renaissance.  
Prerequisite: ENGL 111

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**ENGL 202** **3 credits**  
**MASTERPIECES OF  
WORLD LITERATURE II**

A continuation of ENGL 202 with 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.

**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, including the improvements of library/bibliography skills.

Prerequisite: ENGL 111 or acceptable 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 ILIAD**

A reading and review course covering the 24 books of Homer's Iliad. Emphasis 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 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 pages for the printer, and learn 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**

**ADT 071** **2 credits**  
**FUNDAMENTALS OF  
DIESEL ENGINES**  
Survey of different types, uses, operating connections, and maintenance of diesel engines.

**ADT 105** **3 credits**  
**BEGINNING DIESEL ENGINES**  
Fundamentals of basic diesel operation. Includes troubleshooting and preventive maintenance.

**FT 100** **1 credit**  
**GILLNET HANGING AND REPAIR**  
Theory and practice of gillnet hanging and repair as applied in the Alaskan salmon and herring gillnet fisheries, including special techniques.

**FT 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**  
Factors that cause engine failure, how to correct minor engine breakdowns in the field, preventive maintenance, and storage procedures.

**FT 105** **3 credits**  
**SCUBA TRAINING**  
Lectures on diving techniques, gear safety with emphasis on crisis situations, supplemented with work in pool and ocean environment. Students completing course requirements receive diver's certificate.

**FT 113** **3 credits**  
**COASTAL PILOTING & NAVIGATION**  
Development of navigation techniques and familiarity with local water. Includes chart reading, compass, piloting, aids to navigation, and rules of the road.

### **GEOGRAPHY**

**GEOG 101** **3 credits**  
**INTRODUCTION TO GEOGRAPHY**  
World regions and analysis of environments, with emphasis on major cultural realms.

**GEOG 103** **3 credits**  
**WORLD ECONOMIC GEOGRAPHY**  
Study of world economic activities. Physical and cultural bases, spatial growth and distribution patterns, and their significance in interregional and international development.

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

## **GEOLOGY**

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

## **HEALTH AND SAFETY**

**ETT 110** **4 credits**  
**EMERGENCY TRAUMA TECHNICIAN**  
Alaska State certified basic emergency medical course beyond first aid. Emphasizes prevention, assessment and care of illness and injury commonly encountered in both outdoor and urban settings.

**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.

## **HISTORY**

**HIST 101** **3 credits**  
**WESTERN CIVILIZATION I**  
A survey of the origins of Western civilization in the ancient Near East and subsequent development through 1650. The major political, social, economic and intellectual developments will be emphasized.

**HIST 102** **3 credits**  
**WESTERN CIVILIZATION II**  
A survey of the developments in Western civilization from 1650 to present. The major social, political, economic, and intellectual developments of Western society will be emphasized.

**HIST 131** **3 credits**  
**HISTORY OF THE UNITED STATES I**  
A survey of the discovery and exploration, Colonial period, American revolution, the Constitution, Federal period, Jeffersonian-Jacksonian democracy, the West, Sectionalism, Slavery and Abolitionism, American culture, and the Civil War.

**HIST 132** **3 credits**  
**HISTORY OF THE UNITED STATES II**  
A survey of the Reconstruction of the South, the Far West, growth of industry and labor, "Gilded Age," Imperialism, Progressivism, World War I, "Roaring Twenties", Great Depression, Isolationism, and World War II, Cold War, modern American society, Vietnam and after.

**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**  
**WORLD WAR 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 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.

**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.

**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**  
**INTRODUCTION TO HUMANITIES I**  
Integrated exploration of fundamental principles of literature, music, philosophy, and visual arts.

**HUM 212** **3 credits**  
**INTRODUCTION TO HUMANITIES II**  
Study of a given historical period or periods with reference to art, literature, philosophy, and music.

**JAPANESE**

**JPN 101E** **3 credits**  
**ELEMENTARY JAPANESE I**

Introduction, practice, and application of the basic spoken Japanese pronunciation, intonation, grammar and oral composition.

**JPN 102E 3 credits**

**ELEMENTARY JAPANESE II**

Continued drill in speaking, listening, reading, and writing in different situations. Emphasis on developing practical skills in oral and written (hiragana) communication.

**LIBRARY SCIENCE**

**LS 101 1 credit**

**LIBRARY SKILLS**

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

**MATHEMATICS**

**MATH 054 3 credits**

**PRE-ALGEBRA**

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

**MATH 055 3 credits**

**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, ratios, 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 MATH**

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.

Prerequisite: 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.

Prerequisite: MATH 200

**MATH 202** **4 credits**  
**CALCULUS III**

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

Prerequisite: MATH 201

**MATH 205** **3 credits**  
**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 uses 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 AND 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 2 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. Applied keyboarding skills to special letters, tabulations, manuscripts, business forms, and other office problems.

Prerequisite: OMT 101 or equivalent.

### 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 110 1 credit CALCULATORS

Basic operations of electronic calculators and their application in solving business problems.

### OMT 115 3 credits BUSINESS MATH

Business math fundamentals and concepts to aid in business classes, jobs, and personal lives. Business math applications in banking, marketing, accounting, and finance.

### OMT 118 3 credits MODERN OFFICE BOOKKEEPING

Introduces basic bookkeeping principles and procedures and provides an introduction to computerized accounting techniques.

### OMT 120 3 credits 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 1 credit**

**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 3 credits**

**SHORTHAND I: SPEEDWRITING**

System of notetaking using longhand alphabet for rapid writing of office dictation or for abbreviated notetaking.

**OMT 151 1 credit**

**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 156 1 credit**

**DESKTOP PUBLISHING**

Introduction to using desktop publishing. Students will produce publications by placing text and graphics created with other applications. Design elements will be discussed.

**OMT 170 3 credits**

**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 101 or equivalent.

**OMT 192Q 1 credit**

**PAYROLL PROCEDURES**

Instruction in the preparation of payroll and payroll tax returns. No prior knowledge of accounting is required.

**OMT 203 3 credits**

**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 3 credits**

**WRITTEN BUSINESS  
COMMUNICATIONS**

Applies techniques of written communications to situations that require problem-solving and understanding of human relations. Students compose and evaluate various kinds of communications that commonly pass between business associates, customers, and dealers. Includes interoffice memos, letters, 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 and ability to type 40 w.p.m.

**OMT 242 A - G 1 credit**

**BASIC WORD/INFORMATION  
PROCESSING APPLICATIONS**

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 A - G** **1 credit**  
**ADVANCED WORD/INFORMATION  
PROCESSING APPLICATIONS**

Includes advanced word processing capabilities of formatting, merging documents, file inserting, and emerging variables within documents.

Prerequisites: OMT 101, 120 and 242 or instructor approval.

**OMT 244** **1 credit**  
**WORD/INFORMATION  
PROCESSING SIMULATIONS**

Course reinforces concepts and applications from 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**  
**RECORDS MANAGEMENT**

Presents principles used in 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  
IN OFFICES**

Orientation to human problems encountered and personal adjustments needed to succeed in business careers.

**OMT 299** **1-6 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.

**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.

**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.

## PHYSICAL EDUCATION/ RECREATION

### PER 113 1 credit SHAPE UP WITH WEIGHTS

Warm-up with stretching and brisk walking. Strengthens and conditions major muscle groups using free weights and Nautilus equipment. Covers cardiovascular exercise and basic nutritional information.

### PER 114 1 credit WEIGHT TRAINING: BEGINNING I

Improves strength and physical conditioning through correct use of Nautilus equipment, free weights and use of body weight and resistance.

### PER 115 1 credit YOGA

Participation in Kundalina yoga. Includes physical exercise, breathing techniques and practice in concentration and deep relaxation.

### 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 individual training, applied training with opponent, and auxiliary exercises to increase skills.

### PER 123 1 credit BOWLING: BEGINNING

Basic fundamentals for the beginner. Covers technique, posture, position, and scoring.

### PER 126 1 credit STRETCHING AND TONING

Non-aerobic exercises to increase agility and to develop muscular tone; help increase flexibility, gain a greater range of motion, reduce stress, and improve strength.

### PER 219 1-3 credits KARATE: INTERMEDIATE

Covers basic review, injury prevention, philosophy, introduction to various schools and styles, and conditioning. Emphasis on refinement of basic moves, offensive and defensive strategy. Prerequisite: PER119 or instructor permission

### PER 223 1 credit BOWLING: INTERMEDIATE

Provides bowling instruction to persons who know basic techniques and want to further develop skills.

### PER 263 1 credit BOWLING: ADVANCED

Develops and refines intermediate skills, emphasizing strategy and advanced techniques through practice and individual critiques.

### PER 264 1 credit WEIGHT TRAINING, ADVANCED

Strength development for persons already reasonably fit.

## POLITICAL SCIENCE

### PS 101 3 credits INTRODUCTION TO AMERICAN GOVERNMENT

United States Constitution and its philosophy; branches of government and political process.

### PS 102 3 credits INTRODUCTION 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 research and theories. Includes physiological, developmental and abnormal psychology, and perception, motivation, learning, and personality.

### PSY 112 1 credit PSYCHOLOGY SHORT COURSES

Presents topics in general psychology. Topics to be announced.

### 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 245 3 credits CHILD 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 101 4 credits ELEMENTARY RUSSIAN I

Introduces Russian language and culture for students with no background in Russian. Students learn alphabet and past and future tenses, and read simple paragraphs. Focuses on life in the U.S.S.R. and emphasizes conversation.

### RUSS 102 4 credits ELEMENTARY RUSSIAN II

Rudiments of Russian grammar while continuing to build vocabulary and conversational skills. Uses Soviet newspapers, magazines, and atlases to enhance reading skills.

### RUSS 105 2 credits RUSSIAN LANGUAGE & 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 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 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 & 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 & 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 101E** **3 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 102E** **3 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 instructor approval.

**SPAN 201E** **3 credits**  
**INTERMEDIATE SPANISH I**

Reviews structures of grammar and vocabulary. Gives special attention to command forms, 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 instructor approval.

**SPAN 202E** **3 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 will be analyzed and discussed to expand ability of student to read, write, and speak fluently. Prerequisite: SPAN 201 or instructor approval.

**SPEECH**

**SPCH 111** **3 credits**  
**FUNDAMENTALS OF  
ORAL COMMUNICATIONS**

Speaking 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. Skills are practiced by participation in group activities and individual speeches.

## THEATER ARTS

**THR 101** **1-3 credits**  
**THEATER PRACTICUM:  
PERFORMANCE**

Participation in mainstage productions as an actor, director, or assistant director.

**THR 201** **1-3 credits**  
**THEATER 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 120** **3 credits**  
**BOATBUILDING**

Principles of skiff construction, including lofting, patternmaking, woods, glues, fasteners, and construction.

**VS 131** **3 credits**  
**CONSTRUCTION  
FOR THE OWNER/BUILDER I**

Familiarizes students with standard practice construction and alternatives to the practice. Includes the terms/systems involved in construction, covering foundations, floors, walls, roof, alternative energy in structures, alternative structures.

**VS 132** **3 credits**  
**CONSTRUCTION  
FOR THE OWNER/BUILDER II**

Familiarizes students with standard practice construction and alternatives. Includes the terms/systems involved in construction, covering wiring, plumbing, roof and wall coverings, doors and windows, home design, and blueprint reading.

**VS 200** **2 credits**  
**ADVANCED WOODWORKING**

Emphasis on complex assembly techniques. 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 includes more expensive aluminum. Time is spent with oxy-acetylene torch, typical fabrication techniques, electrode selection, fitup, and joint design.

Prerequisite: WELD 115 or equivalent proficiencies.

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## **FACULTY, STAFF AND BOARDS**

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### **FULL-TIME FACULTY**

**BANE, GILBERT** - 1988 - Science/Fisheries

California State University, 1954, B.S.; Cornell University, 1961, M. S.; Cornell University, 1963, PhD.

**BEVANS, RICHARD** - 1990 - Business Administration/Computers

Pacific Lutheran University, 1980, B.A.; Indiana University, 1982, M.A.

**BROCKMAN, SUSAN** - 1979 - Mathematics/Music

Colorado State University, 1964, B.S.; University of Alaska, 1968, M.S.; Pacific Lutheran University, 1976, M.A.

**HATFIELD, CHARLOTTE** - 1975 - Librarian/Media

Oregon College, 1969, B.S.; Oregon College, 1974, M.S.

**JAMIN, CHRISTINE** - 1981 - Counseling/Adult Education

College of St. Rose, 1968, B.A.; Oregon State University, 1981, M.E.

**STEVENS, GARY** - 1975 - Speech/Theater/History

Linfield College, 1963, B.A.; University of Oregon, 1970, M.F.A.; University of Oregon, 1984, PhD.

**WARNER, IRVING** - 1985 - English/Writing

University of Alaska, Fairbanks, 1972, B.A.; University of Maine, Orono, 1983, M.A.

**WISCHER, KATHLEEN** - 1988 - Office Management & Technology

Western Michigan University, 1968, B.S.

### **STAFF**

Val Benton .....Drug Free Schools

Kenneth Boyer .....Custodian

Barbara Cristaldi .... Administrative Ass't

Violeta Doctolero ..... Book Store

Fae Gaines ..... Registrar

Carol Hagel ..... College Director

Karen Harner ..... Accounting

Rebecca Hartt ..... Computer Coordinator

Benjamin Justiniano ..... Custodian

Steven Kreber ..... Channel 11

Patricia Mahoney ..... Personnel

John Mahoney ..... Program Coordinator

Jane Petrich ..... Village Outreach

Stuart Roberts ..... Business Manager

Michelle Ryan ..... Media

Terria Thornton ..... Receptionist

Michael Treston ..... Maintenance

Georgina Weitzel ..... Receptionist

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### **PART-TIME FACULTY**

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.

### **KODIAK COLLEGE ADVISORY COUNCIL**

Jeff Stephan	Loren Halter	Diedre Bailey
Doneen Tweten	Margaret Hall	Ginny Shank
Jack Hill	Suzanne Hancock	Cmdr. Richard Davison
Mildred Sugita	Alan Austerman	Anna Moran
Louis Iani	John Witteveen	Carol Hagel, ex-officio

### **ADMINISTRATIVE OFFICERS**

Dr. Jerome Komisar	President, University of Alaska
Dr. Donald Behrend	Chancellor, University of Alaska Anchorage
Dr. Beverly Beeton	Provost, UAA
Dr. Larry Kingry	Vice Chancellor for Student Services, UAA
F. S. "Stan" Vaughn	Vice Chancellor for Administrative Services, UAA

### **UNIVERSITY OF ALASKA BOARD OF REGENTS**

Gordon Evans, Juneau	Robert Williams, Kenai
Susan Stitham, Fairbanks	Mark Helmericks, Prudhoe Bay
Virginia Breeze, Anchorage	Ruth Burnett, Fairbanks
Eric Forrer, Juneau	Roy Huhndorf, Anchorage
Ann Parrish, Anchorage	Morris Thompson, Fairbanks
Mary Reeve, Anchorage	

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## INDEX

### Academic:

- Calendar, 2
- Eligibility, 14
- Petition, 20
- Regulations, 19
- Accounting Courses, 34
- Accreditation, 5
- Adding Courses, 8
- Administration, 57
- Admission To Programs, 24
- Admission Policy, 6
- Adult Education, 26
- Advising, 6
- Advisory Council, 58
- AK Wilderness Courses, 36
- Anthropology Courses, 34
- Art Courses, 35
- Associate Deg. Programs, 26
- Associate of Arts
  - Degree, 28
  - Second AA Degree, 25
- Audit, 7
- Aviation Tech. Courses, 36
- Biology Courses, 35
- Board of Regents, 58
- Book Store, 15
- Business Administration, 38
- Business Computer
  - Info. Systems Courses, 38
- Certificates, 31
- Change of grade, 23
- Chemistry Courses, 40
- Class Attendance, 19
- CLEP Program, 20
- Code of Conduct, 17
- Commencement, 25
- College Advisory Council, 58
- Computer Sci. Courses, 40
- Counseling, 16
- Course Classifications, 27
- Course Descriptions, 32
- Course Numbering Sys., 32

### Credit

- Transfer of, 19
  - By Examination, 20
  - Military Service, 19
  - Study Load, 19
  - Compressibility Policy, 19
  - Degree Requirements, 24
  - Residence, 6
  - No Credit Option, 22
- Dance Courses, 41
- Degrees:
  - Associate of Arts, 28
  - Assoc. of App. Sci., 29, 30
  - Gen. Requirements, 24
- Diesel Courses, 45
- Dropping Courses, 8
- Drug Policy, 18
- Economics Courses, 41
- Education:
  - Adult, 26
  - Courses, 41
- English Courses, 42
- Expenses, 11
- Faculty, 57
- Fees, 9
- Financial Aid, 12
- Fisheries Tech. Courses, 45
- Full-Time Status, 19
- Geography Courses, 45
- Geology Courses, 46
- Grading System, 21
- Graduation Requirements, 26
- Grants, 13
- Grievance Procedure, 18
- Health & Safety Courses, 46
- History:
  - Kodiak College, 3
  - University of Alaska, 4
  - Courses, 46
- Home Econ. Courses, 47
- Honors, Graduation With, 25
- Humanities Courses, 47
- International Students 7
- Japanese Courses, 47
- Library, 15

### Library Science Courses, 48

- Loans, 13
- Mathematics Courses, 48
- Military Credit, 19
- Mission Statement, 5
- Music Courses, 49
- Office Administration
  - AAS Degree, 30
- Ofc. Mgmt. & Technology
  - AAS Degree, 29
  - Cert. Program, 31
  - Courses, 50
- Payment Procedure, 9
- Philosophy Courses, 52
- Phys. Educ. Courses, 53
- Political Sci. Courses, 53
- Prerequisites, 23
- Psychology Courses, 54
- Refunds, 12
- Registration
  - Procedures, 7
  - Changes, 8
- Residency, 6
- Russian Courses, 54
- Scholarships, 13
- Senior Citizen Tuition, 10
- Smoking Policy, 16
- Sociology Courses, 54
- Spanish Courses, 55
- Speech Courses, 55
- Staff, 57
- Student ID Numbers, 8
- Student Records, 15
- Theater Arts Courses, 56
- Transcripts, 20
- Transfer of Credit, 19
- Tuition
  - Schedule, 9
  - Deferred, 10
  - Refund, 12
- Veterans Affairs, 17
- Voc. Skills Courses, 56
- Welding Courses, 56