

# KODIAK COLLEGE

University of Alaska Anchorage

**1994 -1995  
Campus Bulletin**



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



**CAMPUS BULLETIN**

**1994 - 1995**

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 Anchorage.

**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/ACCREDITATION STATEMENT.....</b>	<b>2</b>
<b>INTRODUCTION .....</b>	<b>3</b>
<b>ACADEMIC INFORMATION .....</b>	<b>6</b>
Ability to Benefit .....	6
Academic Appeals .....	6
Academic Petition .....	6
Academic Regulations .....	6
Academic Standing .....	8
Add/Drop Procedures .....	8
Auditors .....	9
College Level Examination Program (CLEP) .....	9
Deferred Tuition .....	9
Faculty-Initiated Withdrawal .....	10
Grading Policy .....	11
Honors List .....	13
International Students .....	13
Open Enrollment Policy .....	13
Refunds .....	14
Registration Procedure .....	14
Repeating Courses .....	14
Residency .....	15
Retroactive Course Adjustments ...	15
Senior Citizen Tuition Waiver ...	15
Student Expenses .....	15
Transcripts .....	16
Transfer of General Education Requirement Credits Within The University of Alaska System ...	16
Tuition and Fees .....	18
Underage Students .....	19
Use of Social Security Numbers ...	19
Withdrawal from College .....	19
<b>SUPPORT SERVICES .....</b>	<b>19</b>
Access to Student Records .....	20
Book Store .....	20
Counseling .....	20
Financial Aid .....	21
Library .....	22
Miscellaneous Information .....	23
Student Code of Conduct .....	23
Veterans .....	25
Work Study Programs .....	26
<b>DEGREE/CERTIFICATE REQUIREMENTS .....</b>	<b>27</b>
Admission Procedures to Degree/Certificate Programs ....	27
General University Requirements ..	27
Graduation Requirements .....	28
Graduation With Honors .....	28
Conferring of Degrees/Certificates .....	28

---

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**PROGRAMS AND DEGREES . . . . . 29**

Adult Education Program . . . . .	29	Associate of Applied Science Degree	
Associate Degree Programs . . . . .	29	Office Management & Technology	
Linking A. A. Degrees		Bookkeeping Emphasis . . . . .	34
to Baccalaureate Degrees . . . . .	29		
Course Classifications . . . . .	30	Certificate Programs	
Associate of Arts		Office Management & Technology	
General Transfer Degree . . . . .	31	General Clerical Certificate . . . . .	35
Associate of Applied Science Degree		Bookkeeping Certificate . . . . .	36
General Business . . . . .	32	Word/Information	
Associate of Applied Science Degree		Processing Certificate . . . . .	37
Office Management & Technology			
Secretarial Emphasis . . . . .	33		

**COURSE DESCRIPTIONS . . . . . 38**

Special Topics and	
Non-Credit Courses . . . . .	38
Course Numbering System . . . . .	38
Course Descriptions . . . . .	40

**FACULTY, STAFF & BOARDS . . . . . 64**

**INDEX . . . . . i**

**This Bulletin is a supplement to the University of Alaska Anchorage catalog. Please refer to the UAA Catalog for complete information.**

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**ACADEMIC CALENDAR****1994 - 1995****FALL SEMESTER:**

Teachers Contract Begins	August 14, 1994
Coast Guard Registration	August 26, 1994
Registration	August 29, 30, 1994
Student Orientation	September 1, 1994
Labor Day Holiday	September 5, 1994
Classes Begin	September 6, 1994
Late Registration Commences	September 20, 1994
Add/Drop Charges Begin	September 20, 1994
Audit to Credit Deadline	September 26, 1994
Last Day of Late Registration	September 26, 1994
Deadline for Fall Graduation Applications	October 10, 1994
Thanksgiving Vacation	November 24, 25, 1994
Last Day to Drop Classes	November 28, 1994
Semester Ends	December 19, 1994
Christmas Holiday	December 26, 27, 1994

**SPRING SEMESTER:**

New Year Holiday	January 2, 3, 1995
Coast Guard Registration	January 6, 1995
Registration	January 9, 10, 1995
Classes Begin	January 16, 1995
Late Registration	January 30, 1995
Add/Drop Charges Begin	January 30, 1995
Audit to Credit Deadline	February 3, 1995
Last Day of Late Registration	February 3, 1995
Deadline for Spring Graduation Applications	February 10, 1995
Last Day to Drop Classes	April 7, 1995
Semester Ends	April 28, 1995
Commencement	May 5, 1995

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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.

***Credits earned at Kodiak College are University of Alaska Anchorage credits.***

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## INTRODUCTION

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### *HISTORY OF KODIAK COLLEGE*

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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. Director Carolyn Floyd offered eight classes, and student enrollment totaled 95. The first building was constructed in 1972 on the present site of the 50-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 1,000 students per semester. In 1987 Carolyn Floyd retired, and Carol Hagel was appointed Director. 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), Computer Information and Office Systems, 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, 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 12 extension centers located in other communities of the state and a community college at Valdez.

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## **MISSION**

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

To achieve this Mission, the College pursues the following goals:

1. Offer general education program that will enhance students' lives and provide a base for continued learning.
2. Provide vocational-technical training and information geared to current employment conditions.
3. Regularly update and expand library resources and services to support existing programs and to accommodate growth.
4. Make programs visible and available to all with the desire and ability to benefit.
5. Provide advising and counseling to assist students in their pursuit of educational goals.
6. Offer activities which improve the quality of life in the community.
7. Sustain high standards of program relevance, quality, and continuity.
8. Manage all aspects of the business operation for support of instructional and community service programs.

To help attain these goals, Kodiak College offers the following programs and services:

- Regional Adult Basic Education Program providing instruction in basic skills, General Education Development (GED) Preparation, English as a Second Language, and U. S. Citizenship.
- Credit and non-credit courses to meet general and special interests.
- Programs in vocational and technical areas.
- General Associate of Arts transfer degree.
- Associate of Applied Science degrees.
- Certificate programs.
- Selected upper-division and graduate courses.
- An academic library open to all adult community members.
- Participation in the statewide teleconference network.
- Individualized open-entry courses, as well as standard lecture and short courses.
- Academic counseling, placement assistance, and testing services.
- Public events such as lectures, theater productions, concerts, art shows, and television broadcasts.



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## **ACADEMIC INFORMATION**

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

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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.

### ***ACADEMIC APPEALS***

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Students have the right to appeal academic actions. A written request for appeal must be made to the Director not later than fifteen working days following notification of the action under review. The student requesting the review is entitled to address the Director directly if desired before the decision is rendered by the Director. Whenever possible, the Director's decision will be conveyed to the student in writing within five days of receipt of the student's request.

### ***ACADEMIC PETITION***

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Deviations from academic requirements and policies must be approved by academic petition. A petition form, which requires the signature of appropriate college staff, may be obtained from the Registrar.

### ***ACADEMIC REGULATIONS***

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#### **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.

#### **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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**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.

**Military Credit:**

Eight (8) elective credits may be awarded to students who have completed one (1) calendar year of active duty military service. In addition, credits may be transferred from formal service schools and MOS/Ratings as recommended in the Guide To The Evaluation Of Educational Experiences In The Armed Services prepared by the American Council on Education.

No more than 15 semester credits are awarded toward an associate degree. Exceptions are granted only to students enrolled in SOCAD or SOCNAV programs. For more information regarding SOCAD and SOCNAV, contact the Counselor. College credit will not be allowed for General Educational Development tests.

**Transfer Credit:**

Where possible, transfer credit is equated with University of Alaska Anchorage, Kodiak College courses. When this is not possible, specifically designated elective credit to meet a General Education Requirement may be granted. The principle that governs approval of substituting transferred credits for General Education or college-wide degree requirements is that only course work that clearly and demonstrably satisfies the intent of the requirement can be accepted as a substitute. Kodiak College reserves the right to reject transfer credit or to require an examination before credit is allowed. An evaluation of transfer credit is completed after a student has been accepted to degree-seeking status.

1. Transfer credit is accepted only from institutions in the United States fully accredited by one of the following regional accrediting associations:

- Middle States Association of Colleges and Schools
- New England Association of Schools and Colleges
- North Central Association of Colleges and Schools
- Northwest Association of Schools and Colleges
- Southern Association of Colleges and Schools
- Western Association of Schools and Colleges

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2. Only college-level courses completed with grades equal to C (2.00) or higher are considered for transfer.

3. Students who plan to transfer credits from foreign institutions must provide an official statement of educational equivalency from a recommended credentials evaluation service.

4. Transfer credits are not included in the student's Kodiak College grade point average (GPA) computation, except to determine eligibility for graduation with honors.

5. Challenge exams and credit by exams posted on another university's transcript will not be considered for transfer credit.

### **ACADEMIC STANDING**

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Students are in satisfactory academic standing when they have a cumulative GPA of 2.00 or higher and a semester GPA of 2.00 or higher for the most recently completed semester. The GPA is computed on credits earned at Kodiak College, University of Alaska Anchorage only.

### **ADD/DROP PROCEDURES**

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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.

DESIRED CHANGE	FIRST THREE WEEKS	4th THROUGH 12th WEEKS
Add Course	Add form filed at Business Ofc.	Instructor consent for open-entry labs; \$5 fee
Drop Course	Drop form filed at Business Ofc. Will not appear on record.	Not permitted-see Withdrawal
Withdrawal	Not permitted - see Drop	\$5 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; \$5 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; \$5 fee.

## 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.

## COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

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



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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.

### ***DEFERRED TUITION PLAN***

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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.

### ***FACULTY-INITIATED WITHDRAWAL***

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A faculty member may initiate a drop/withdrawal for students who fail to meet individual course attendance requirements; however the faculty member is under no obligation to do so. At the beginning of the semester, faculty may begin to drop students who have not attended by the third class meeting of the semester.

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## **GRADING POLICY**

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### **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.

### **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:

<b>A = 4</b>	<b>B = 3</b>	<b>C = 2</b>	<b>D = 1</b>	<b>F = 0</b>
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Credits are 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.

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### ***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. **General Education Requirement (GER), school or college requirements and courses in a student's major or minor are not allowed under this option.**

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.

### ***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; however, if the course work is not completed and the faculty member does not submit a change of grade, the I (Incomplete) will become a permanent 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. Course work must be completed by a date specified in the contract, not to exceed one year. If the terms are not met, a failing grade may be assigned.

### ***PASS/NO PASS***

In some courses students are graded Pass/No Pass. 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 are used to determine satisfactory academic progress. However, these grades do not carry grade points and are not used in GPA calculations.

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## **HONORS LIST**

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Students maintaining exceptional academic achievement are recognized after the fall and spring semesters on the Dean's List and Chancellor's List. To be eligible for the Dean's List, a student must be enrolled in twelve or more credits graded with academic letter grades and must have earned a GPA of at least 3.50 for the semester. To be eligible for the Chancellor's List, a student must be enrolled in twelve or more credits graded with academic letter grades and must have earned a GPA of 4.00 for the semester. Incomplete grades or deferred grades must be removed from the transcript prior to eligibility to the Chancellor's and Dean's lists.

## **INTERNATIONAL STUDENTS**

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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.

## **OPEN ENROLLMENT POLICY**

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Under Kodiak College's open enrollment policy, students having adequate background 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 (refer to page 6); **or**
- c. Are high school students approved to participate. Students must complete required forms prior to registration.



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## **REFUNDS**

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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 processed following the late registration period. 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 refund when a drop is made from the 8th calendar day and prior to the 21st calendar day of the semester.
- No refund after the 20th calendar day of the semester.
- No refund of non-credit course and lab fees unless the class has been officially dropped at least two (2) business days before the first class begins.
- 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.

## **REGISTRATION PROCEDURES**

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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.

## **REPEATING COURSES**

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Some courses may be repeated for additional credits if this option is stated in the course description. Previous courses and grades will remain on the student's transcript, but only the credits and last grade earned are applied toward graduation requirements and calculated in the cumulative GPA. To determine eligibility for graduation with honors, all credits and grades from repeated courses are included in GPA calculations.

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## **RESIDENCY**

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For purposes of non-resident tuition, a resident is any person who has been physically present in Alaska for one year (except temporary absences 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.

## **RETROACTIVE COURSE ADJUSTMENTS**

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Changes in course number level, grading basis, number of credits awarded, etc., will not be allowed retroactively and are not petitionable.

## **SENIOR CITIZEN TUITION WAIVER**

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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.

## **STUDENT EXPENSES**

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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.

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**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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**TRANSCRIPTS**

Official transcripts for University of Alaska course work are available at a charge of \$4 per copy. Requests must be in writing and bear the signature of the student whose record is requested. Send requests to: 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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**TRANSFER OF GENERAL EDUCATION REQUIREMENT CREDITS  
WITHIN THE UNIVERSITY OF ALASKA SYSTEM**

The University of Alaska (statewide system) has developed a 34-credit General Education Requirement. The intent is to include knowledge in categories common to all bachelor's level degrees, and University regulation guarantees that GER courses will transfer *towards the same categories* at all other UA units.

GER categories, number of credits needed in each, and Kodiak College courses which may be applied are listed on the following page.

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**ORAL COMMUNICATIONS (3 credits)**

SPCH 111 Fund. of Oral Communication

**WRITTEN COMMUNICATIONS (6 credits)**

ENGL 111 Methods of Written Communication

ENGL 211 Intermediate Exposition with  
Readings in Literature

ENGL 212 Technical Writing

ENGL 213 Intermediate Exposition with  
Readings in Nonfiction**HUMANITIES (6 credits)**

ENGL 121 Introduction to Literature

ENGL 201 Masterpieces of World Literature I

ENGL 202 Masterpieces of World Literature II

\*HIST 101 Western Civilization I

\*HIST 102 Western Civilization II

\*HIST 131 History of the United States I

\*HIST 132 History of the United States II

HUM 211 Introduction to Humanities I

HUM 212 Introduction to Humanities II

JPN 101E Elementary Japanese I

JPN 102E Elementary Japanese II

JPN 201E Intermediate Japanese I

JPN 202E Intermediate Japanese II

PHIL 101 Introduction to Logic

PHIL 201 Introduction to Philosophy

RUSS 101E Elementary Russian I

RUSS 102E Elementary Russian II

SPAN 101E Elementary Spanish I

SPAN 102E Elementary Spanish II

SPAN 201E Intermediate Spanish I

SPAN 202E Intermediate Spanish II

**FINE ARTS (3 credits)**

ART 160 Art Appreciation

MUS 121 Music Appreciation

**NATURAL SCIENCES (6 credits)**

BIOL 102/103 Introductory Biology/Lab

BIOL 105 Fundamentals of Biology I/Lab

BIOL 106 Fundamentals of Biology II/Lab

BIOL 111 Human Anatomy &amp; Physiology I

BIOL 112 Human Anatomy &amp; Physiology II

CHEM 103 Introduction to General and  
Organic Chemistry

GEOL 111 Physical Geology/Lab

**QUANTITATIVE SKILLS (3 credits)**

MATH 107 College Algebra

MATH 108 Trigonometry

MATH 200 Calculus I

MATH 201 Calculus II

**SOCIAL SCIENCES (6 credits)**

ANTH 101 Introduction to Anthropology

ANTH 200 Natives of Alaska

ANTH 202 Cultural Anthropology

BA 151 Introduction to Business

ECON 201 Principles of Macroeconomics

ECON 202 Principles of Microeconomics

GEOG 103 World Economic Geography

\*HIST 101 Western Civilization I

\*HIST 102 Western Civilization II

\*HIST 131 History of the United States I

\*HIST 132 History of the United States II

HUMS 106 Introduction to Social Welfare

JUST 110 Introduction to Justice

PARL 101 Introduction to Law

PS 101 Introduction to American Gov.

PSY 111 General Psychology

PSY 150 Human Development

SOC 101 Introduction to Sociology

SOC 106 Introduction to Social Welfare

SOC 201 Social Problems and Solutions

SOC 222 Small and Rural Communities

SWK 106 Introduction to Social Welfare

\* All history courses may be applied to either  
the Humanities or Social Science category but  
not to both or a combination thereof.

*Transfer students should also be aware of the  
following:*

1. An institution may require more than the minimum of 34 GER credits.
2. Transfer of general education courses beyond the basic 34-credit requirement is determined by the receiving UA unit.
3. Students are responsible for acquainting themselves with degree requirements of the campus to which they plan to transfer and **must always** meet the requirements of the receiving institution. Within this guideline, all Kodiak College credit courses numbered 100 or higher are University of Alaska Anchorage courses and therefore transferable.



## TUITION AND FEES

UNDERGRADUATE TUITION (100/200 level courses)		
	Resident	Non-Resident
1 - 3 cr.	\$54 per cr.	\$54 per cr.*
4 - 12 cr.	\$54 per cr.	\$162 per cr.
13 +	\$702/sem.	

300/400 Level Courses		
1 - 3	\$67 per cr.	\$67 per cr.*
4 - 12	\$67 per cr.	\$201 per cr.
13 +	\$871/sem.	\$2613/sem.

GRADUATE TUITION (500 and 600 level courses)		
	Resident	Non-Resident
1 - 3 cr.	\$134 per cr.	\$134 per cr.*
4 - 8 cr.	\$134 per cr.	\$268 per cr.
9 +	\$1206/sem.	\$2412/sem.

*\*A non-resident is defined as an individual who has been a resident of Alaska for less than 1 year, except military personnel and dependents. Non-resident students who restrict their enrollment to no more than 3 credits will be charged at the resident tuition rate.*

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 by 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.

### 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 non-credit courses. Fees for these courses are non-transferable to other courses and non-refundable unless the student officially drops at least two (2) business days before the first class begins or if the class is cancelled by the college.

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**OTHER FEES**

Admission Application Fee (remit with application) .....	\$35
Late Registration Fee .....	5
Add/Drop Fee .....	5
Deferred Payment Service Charge .....	10
Credit-By-Examination (per credit) .....	15
Insufficient Funds/Closed Checking Accounts Fee .....	25
Transcripts:	
Unofficial transcripts .....	2
Official Transcripts .....	4
Rush Requests .....	10
Student Activity Fees	
Full Time Students (12 or more credits).....	5
Students Enrolled in 1 - 11 credits.....	2
GED Examination .....	15
Graduation Application Fee .....	10

**UNDERAGE STUDENT ADMISSION** \_\_\_\_\_

School aged students must complete an Underage Student Enrollment form and obtain the necessary signatures prior to registration. Adult students will be given enrollment priority in classes of limited size. Underage students will be dropped from these classes, if necessary, to accommodate adults. Underage students may enroll in a maximum of seven credits per semester.

**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.

**WITHDRAWAL FROM COLLEGE** \_\_\_\_\_

Students who find 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.

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## **SUPPORT SERVICES**

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

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The Family Education Rights and Privacy Act (FERPA) of 1974, Public Law 93-830, as amended, was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the FERPA Office (located on UAA campus) concerning alleged failures by the institution to comply with the Act.

No one outside the institution shall have access to, nor will the institution disclose any information from a student's education record without the written consent of the student except to personnel within the institution, to officials of other institutions in which a student seeks to enroll, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of the student or other persons, or as otherwise permitted under the Act. A complete copy of the University Policy on the application of FERPA is available in the UAA Legal Counsel's office.

### ***BOOK STORE***

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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, t-shirts, sweatshirts, bookbags, and snacks.

### ***COUNSELING***

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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.

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- 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.

## **FINANCIAL AID**

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Counseling and referrals are available to students in need of financial aid. Applications for local scholarships are available at the counseling office. Students are urged to apply for local aid at least one month prior to registration; late applicants will be considered for assistance if funds are still available.

Students who enroll at least half-time must complete a Financial Aid Form (FAF) or Single File form to be considered for any type of financial aid other than local scholarships. Forms are available from the Counselor and should be filed several months in advance.

Students enrolled less than half-time (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 the Alaska Student Loan, PELL Grant, Supplemental Education Opportunity Grants, Perkins Loans, Guaranteed Student Loans, BIA Benefits, and V.A. Benefits.

### **GRANTS AND SCHOLARSHIPS**

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

- 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. For further information, contact the Registrar.
- BUREAU OF INDIAN AFFAIRS grant 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.



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THE ALASKA STUDENT LOAN is available to any full-time or half-time student who has been a resident of Alaska for the preceding two years, has a high school diploma or the equivalent and has been officially admitted to a certificate, associate degree, baccalaureate or graduate program. 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.

#### ***ELIGIBILITY FOR CONTINUED AID***

To remain eligible for continued financial assistance, a 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. Please refer to the University of Alaska Anchorage catalog for the complete Financial Aid Policy of Satisfactory Academic Progress.

#### ***LIBRARY***

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The Carolyn Floyd Library collection of over 20,000 volumes is housed in the Benny Benson Building on campus and is organized by the Library of Congress classification system. This includes an extensive reference section consisting of dictionaries, encyclopedias, indexes, bibliographies, selected series and maps, an Alaskana collection, and the valuable Koniag collection. The Library subscribes to 188 magazines and newspapers, InfoTrac, and has two computer workstations offering many resources including MicroSoft Bookshelf (thesaurus, dictionary, encyclopedia, etc.), On Point Tax Guide, SIRS Index, and Polar PAC (northern resource index).

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 students 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.

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. Overdue fees are 25 cents per day to a maximum of \$5. Books may be checked out for one month and may be renewed. The College reserves the right to withhold grades and deny enrollment to students with outstanding overdue fees. Library hours are posted and may vary for each semester.



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## MISCELLANEOUS INFORMATION

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- 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.

## STUDENT CODE OF CONDUCT

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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 creates an unreasonably hostile or offensive learning or working environment.
3. **Endangerment:** Conduct, including but not limited to physical abuse, sexual assault, terroristic threats, hazing and/or coercion, which endangers or unreasonably threatens the health and/or safety of any person or group of persons, or which causes actual harm to a person or persons.
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.

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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.

### **ACADEMIC DISHONESTY**

Academic integrity is a basic principle which requires that students take credit only for ideas and efforts that are their own. Cheating is defined as the submission of materials in assignments, exams, or other academic work which is based on sources forbidden by the faculty member. Cheating shall include but is not limited to situations in which the student:

1. Refers during an academic evaluation to material sources not authorized by the faculty.
2. Utilizes devices during an academic evaluation not authorized by the faculty.
3. Provides assistance to another student or receives assistance from another student during an academic evaluation in a manner not authorized by the faculty.
4. Presents as one's own, the ideas or words of another person without customary and proper acknowledgment of sources.
5. Knowingly permits one's words to be submitted by another person without the faculty member's permission.
6. Acts as a substitute or utilizes a substitute in any academic evaluation.
7. Fabricates data in support of laboratory or field work.
8. Possesses, buys, sells, obtains or uses a copy of materials intended to be used as an instrument of academic evaluation in advance of its administration.
9. Alters grade records of his/her own or another student's work in a course or a component of a course.

In addition to any adverse academic action which may result from violating the Student Code of Conduct or engaging in academically dishonest behavior, Kodiak College reserves the right to invoke the following sanctions:

1. Censure: Written Warning
2. Disciplinary Probation: Probationary status for a specified period of time.
3. Suspension: Student is forbidden to attend classes for the remainder of the semester, but permitted to register for the following semester.

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4. Expulsion: Termination of student status.
  5. Restitution: Reimbursement for damage to or misappropriation of property.
  6. Interim Suspension: Student may be forbidden on campus to protect the school until specific investigation is done, in cases where there is clear and present danger of disruption or threat to safety of persons or property.

### **POLICY ON SEX OFFENSES**

Recognizing the adverse effects of crime and in keeping with its policy of promoting safety, Kodiak College encourages all students, faculty and staff to participate in educational programming to promote awareness of rape, acquaintance rape, and other sex offenses. The College will actively address alleged assaults.

Any person who is a victim of sexual assault is encouraged to contact of the resources listed below as quickly as possible to receive support and referral in understanding legal options and social services resources. Prompt response helps provide attention to medical needs and preservation of evidence that may be needed to prove criminal sexual assault.

Persons to notify on campus are the College Counselor, Director, or receptionist on duty who will contact the appropriate administrator. Community resources for victims of sexual assault are the Kodiak Women's Resource and Crisis center and the Kodiak Island Mental Health Center.

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. Disciplinary Procedures, Sanctions (complete), Grievance Procedure

### **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.

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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 the withholding of any further benefits until the overpayment is recovered by the V. A.

### ***WORK STUDY PROGRAM***

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Kodiak College does not participate in the Federal College Work-Study Program. There are a limited number of campus-based student jobs available. Students must be enrolled for at least six credit hours and may work a maximum of twenty hours per week.

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## DEGREE/CERTIFICATE REQUIREMENTS

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

To receive a degree from Kodiak College, a student must satisfy general University requirements and specific degree requirements. 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 \$35 fee to the registrar.
2. Have official transcripts sent to the registration office from former colleges or universities.

### ***GENERAL UNIVERSITY REQUIREMENTS***

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**ASSOCIATE DEGREES:** The minimum number of 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 credit earned in formal classroom instruction, independent study, research, and tele-courses offered by Kodiak College. All other credits including transfer credit, non-traditional credit, correspondence study and credit by examination are defined as non-resident credits.

A cumulative 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 associate 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 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.

**CERTIFICATES:** Students may earn more than one certificate by completing all requirements for each additional program. The following requirements must also be met:

1. When completing the last half of the certificate, students must earn at least 50% of the credits in residence. For example, in a 30-credit certificate, at least 8 of the last 15 must be resident credits.
2. Students must earn a cumulative grade-point average of 2.00 (C).



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## **GRADUATION REQUIREMENTS**

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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 no 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).

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## **GRADUATION WITH HONORS**

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To graduate with honors, a student must first earn a cumulative GPA of 3.50 or higher in all college work attempted at KOC. Transfer students must complete a minimum of 15 resident credits with academic letter grades and must have a cumulative GPA of 3.50 or higher in all college work attempted at both KOC and at all other institutions attended in order to graduate with honors. Grades and credits earned from repeated courses are included in determining honors eligibility.

Honors are awarded with cumulative GPA's as follows: Cum Laude 3.50 - 3.79, Magna Cum Laude 3.80 to 3.99, Summa Cum Laude 4.00.

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## **CONFERRING OF DEGREES/CERTIFICATES**

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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**

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

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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 eight different sites. The urban program includes the Adult Learning Center on the college campus and Kodiak 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***

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**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 General Business and Office Management and Technology.

### ***LINKING ASSOCIATE DEGREES TO BACCALAUREATE DEGREES***

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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 and are described more fully on page 16. Students should see the Counselor regarding degree requirements for specific UAA programs.

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## **COURSE CLASSIFICATIONS**

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### **APPLIED STUDIES**

Accounting  
Agriculture  
Alaska Wilderness Studies  
Architectural and Engineering Technology  
Auto/Diesel Technology  
Aviation Technology  
Business Administration  
Civil Engineering  
Computer Information & Office Systems  
Dental Assisting  
Dental Hygiene  
Dental Science  
Dietetics and Nutrition  
Early Childhood Development  
Education  
Electronic Technology  
Emergency Medical Technology  
Emergency Trauma Technician  
Engineering Science  
Engineering and Science Management  
English as a Second Language  
Fire Service Administration  
Fisheries  
Food Service Technology  
Health  
Home Economics  
Human Services  
Interior Design  
Journalism and Public Communications  
Justice  
Law Science  
Library Science  
Medical Assisting  
Medical Laboratory Technology  
Nursing  
Petroleum Engineering  
Paralegal Studies  
Physical Education and Recreation  
Social Work  
Surveying and Mapping  
Wastewater  
Welding Technology

### **HUMANITIES**

American Sign Language  
Art  
Dance  
English  
Foreign Languages  
History\*  
Humanities  
Journalism & Public Comm. (JPC 215 & 367 only)  
Linguistics  
Music  
Philosophy  
Speech  
Theatre  
Women's Studies\*

### **MATH/NATURAL SCIENCE**

Applied Statistics  
Astronomy  
Biological Sciences  
Biological Anthropology (ANTH 205 only)  
Chemistry  
Computer Science  
Geology  
Mathematics  
Philosophy (PHIL 101 only)  
Physical Geography (GEOG 205 & 205L only)  
Physics

### **SOCIAL SCIENCES**

Anthropology  
Business (BA 151 only)  
Counseling  
Economics  
Geography (except GEOG 205 & 205L)  
Guidance  
Health Sciences (HS 220 only)  
History\*  
Human Services (HUMS 106 only)  
International Studies (INTL 301 only)  
Journalism and Public Comm. (JPC 101 only)  
Justice (JUST 110 & 330 only)  
Paralegal Studies (PARL 101 only)  
Political Science  
Psychology  
Social Work (SWK 106 only)  
Sociology

\*History and Women's Studies may be used for either Humanities or Social Sciences credit, but not for 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, 212, 213, or CLOS 262)	
Oral Communication (SPCH 111)	
Math/Natural Science .....	9
Humanities .....	9
Social Science .....	9
Applied Studies .....	9
Sub Total	45
Electives .....	15
<b>TOTAL</b>	<b>60</b>

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. 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.

***Please see the Counselor before enrolling in degree programs.***

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## ASSOCIATE OF APPLIED SCIENCE DEGREE

### General Business

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All courses must be at the 100-level or above.

#### GENERAL REQUIREMENTS (15 credits)

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##### Written Communications (6)

ENGL 111 (3)

One of the following: ENGL 211, 212, 213, CIOS 262 (3)

Oral Communications (3) SPCH 111 or 241

Select 6 credits from one or a combination of the following: (6)

Humanities      Social Science      Mathematics      Natural Science

NOTE: English courses used to satisfy Humanities general requirements must be different from the written communication requirement and have a course number higher than ENGL 111.

#### Major Specialty (36 credits)

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ACCT 101 & 102 Principles of Financial Accounting I and II . . . . .	6
CIOS 105A Introduction to PC Computers . . . . .	1
CIOS 105B Introduction to PC Applications . . . . .	2
BA 151 Introduction to Business OR BA 166 Small Business Management . . .	3
ECON 201 Principles of Macroeconomics . . . . .	3
ECON 202 Principles of Microeconomics . . . . .	3
JUST/BA 241 Business Law I. . . . .	3
JUST/BA 242 Business Law II. . . . .	3
Any 100 or 200 level ACCT, BA, CS, ECON or CIOS course . . . . .	12

Electives . . . . . 9

**TOTAL      60**

*Please see the Counselor before enrolling in degree programs.*



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**ASSOCIATE OF APPLIED SCIENCE DEGREE**  
**OFFICE MANAGEMENT & TECHNOLOGY**  
**Secretarial Emphasis**

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All courses must be at the 100-level or higher.

**GENERAL REQUIREMENTS (15 credits)**

**Written Communications (6)**

ENGL 111 (3)

One of the following: ENGL 211, 212, 213, CIOS 262 (3)

**Oral Communications (3)** SPCH 111 or 241

**Select 6 credits from one or a combination of the following: (6)**

Humanities      Social Science      Mathematics      Natural Science

Note: English courses used to satisfy Humanities general requirements must be different from the written communication requirement and have a course number higher than ENGL 111.

**MAJOR REQUIREMENTS**

**1. Complete 13 credits from the following:**

CIOS 161 Business Math (3)  
CIOS 160 Business English (3)  
CIOS 167 Proofreading (1)  
CIOS 165 Office Procedures (3)  
CIOS 264 Interpersonal Skills In Org. (3)

**2. Complete 6 credits from the following:**

CIOS 100\* Keyboarding I (3)  
CIOS 100A\* Keyboarding I: A (1)  
CIOS 100B\* Keyboarding I: B (1)  
CIOS 100C\* Keyboarding I: C (1)  
CIOS 260 Keyboarding II (3)  
CIOS 102 Keyboarding Skillbuilding (1)  
CIOS 261 Keyboarding III (3)

\* Credit will not be counted for both  
CIOS 100 and CIOS 100 A-B-C.

**3. Complete 1-3 credits from the following:**

CIOS 250A Machine Transcription A (1)  
CIOS 250B Machine Transcription B (1)  
CIOS 252 Legal Transcription (3)  
CIOS 251 Medical Transcription (3)

**4. Complete 3 credits from the following:**

CIOS 105 PC Computers/Applications (3)  
CIOS 110 Computer Concepts in Bus. (3)

**5. Complete 1-3 credits from the following:**

CIOS 115 Word Process. App. A-J (1)  
CIOS 215 Adv. Word Process. App. A-J (1)

**6. Complete 3 credits from the following:**

CIOS 262 Written Business Comm. (3)

**7. Complete 3 credits from the following:**

ACCT 120 Bookkeeping For Business I (3)  
ACCT 101 Principles of Financial Accounting I (3)  
ACCT 201 Principles of Financial Accounting (3)

**8. Complete 3 credits from the following:**

CIOS 107 Macintosh Computers & Applications (3)  
CIOS 107A Introduction to Macintosh Computers (1)  
CIOS 113C Intro to Macintosh Operating Systems (1)  
CIOS 116A Intro. to Desktop Publishing on Mac. (1)  
**OR**  
CIOS 116B Intro. to Desktop Publishing on IBM (1)  
**OR**  
CIOS 338 Desktop Publishing & Design (3)

**9. Complete 7-9 credits from the following:**

CIOS 166 Filing (1) **OR**  
CIOS 276 Records Management (3)  
CIOS 263 Professional Secretarial Procedures (3)  
**OR**  
BA 231 Fundamentals of Supervision (3)  
BA 151 Introduction to Business (3) **OR**  
BA 166 Small Business Management (3)

**10. Complete 0-5 elective credits to total 60 credits.**

CIOS 168 Shorthand (3)  
CIOS 170 Calculators (1)  
CIOS 192 Seminars in OMT (1)

**TOTAL: 60 Credits**

*If CIOS 262 was taken to meet the Written Communication General Education Requirement, then complete three elective CIOS credits of your choice.*

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**ASSOCIATE OF APPLIED SCIENCE DEGREE**

**OFFICE MANAGEMENT & TECHNOLOGY**

**Bookkeeping Emphasis**

All courses must be at the 100-level or higher.

**GENERAL REQUIREMENTS (15 credits)**

**Written Communications (6)**

English 111 (3)

One of the following: ENGL 211, 212, 213, CIOS 262 (3)

**Oral Communications (3)**

SPCH 111 or 241

**Select 6 credits from one or a combination of the following: (6)**

Humanities

Social Science

Mathematics

Natural Science

NOTE: English courses used to satisfy Humanities general requirements must be different from the written communication requirement and have a course number higher than ENGL 111.

**2. MAJOR REQUIREMENTS (21 credits)**

CIOS 100 -- Keyboarding I (3) **OR** CIOS 100A, B, C -- Keyboarding I: A, B, C

CIOS 160 -- Business English (3)

CIOS 161 -- Business Math (3)

CIOS 165 -- Office Procedures (3)

CIOS 262 -- Written Business Communication (3)

CIOS 264 -- Interpersonal Skills In Organizations (3)

CIOS 276 -- Records Management (3)

**3. CONCENTRATION IN BOOKKEEPING OCCUPATIONS (18 credits)**

ACCT 101 & 102 -- Principles of Financial Accounting I & II (6)

ACCT 120 -- Bookkeeping for Business (3)

BA 131 -- Personal Finance (3)

CIOS 162 -- Payroll Procedures (1)

CIOS 111A -- Introduction to Lotus in DOS (1)

Any 100/200 level ACCT, BA, CIOS, or ECON (4)

**4. GENERAL ELECTIVES (6 credits)**

**TOTAL: 60 credits**

*Please see the Counselor before enrolling in degree programs.*

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## **CERTIFICATE PROGRAMS**

### **OFFICE MANAGEMENT & TECHNOLOGY**

#### **General Clerical Certificate**

##### **Complete 16 - 18 credits from the following required courses:**

- CIOS 115 A-J Selected Intro to Word Processing Applications (1)
- CIOS 160 Business English (3)
- CIOS 161 Business Math (3)
- CIOS 165 Office Procedures (3)
- CIOS 166 Filing (1)
- CIOS 167 Proofreading (1)
- CIOS 250A Machine Transcription A (1)
- CIOS 264 Interpersonal Skills in Organizations (3)
- CIOS 276 Records Management (3)

##### **Complete 5 - 6 credits from the following:**

- CIOS 100\* Keyboarding I (3)
- CIOS 100A\* Keyboarding I: A (1)
- CIOS 100B\* Keyboarding I: B (1)
- CIOS 100C\* Keyboarding I: C (1)
- CIOS 260 Keyboarding II (3)
- CIOS 261 Keyboarding III (3)

\* Credit will not be counted for both CIOS 100 and CIOS 100 A-B-C.

##### **Complete 4 - 7 credits from the following:**

- CIOS 105 Intro. to PC Computers and Applications (3) OR
- CIOS 110 Computer Concepts in Business (3)
- CIOS 107 Macintosh Computers & Applications (3)
- CIOS 107A Intro. to Macintosh (1)
- CIOS 113C Intro. to Mac. Operating Systems (1)
- CIOS 115 A-J Selected Intro. to Word Processing Applications (1)
- CIOS 170 Calculators (1)
- CIOS 215 A-J Advanced Word Processing Applications (1)
- ACCT 120 Bookkeeping for Business (3)
- ACCT 101 or 201 Principles of Financial Accounting I or II (3)

**TOTAL: 28 credits**

**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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**CERTIFICATE PROGRAM**  
**OFFICE MANAGEMENT & TECHNOLOGY**  
**Bookkeeping Certificate**

**MAJOR SPECIALTY REQUIREMENTS (22 credits)**

Complete 22 credits from the following:

- CIOS 100B -- Keyboarding I: B (1)  
(Prerequisite: CIOS 100A)
- CIOS 100C -- Keyboarding I: C (1)
- CIOS 105A -- Introduction to PC Computers (1)
- CIOS 160 -- Business English (3)
- CIOS 161 -- Business Math (3)
- CIOS 165 -- Office Procedures (3)
- CIOS 167 -- Proofreading (1)
- CIOS 262 -- Written Business Communication (3)
- CIOS 264 -- Interpersonal Skills In Organizations (3)
- CIOS 276 -- Records Management (3)

**BOOKKEEPING CONCENTRATION (8 credits)**

Complete eight credits from the following:

- ACCT 120 -- Bookkeeping for Business (3)
- BA 131 -- Personal Finance (3)
- CIOS 162 -- Payroll Procedures (1)
- CIOS 111A -- Introduction to Lotus in DOS (1)

**TOTAL: 30 Credits**

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**CERTIFICATE PROGRAM**  
**OFFICE MANAGEMENT & TECHNOLOGY**  
**Word/Information Processing Certificate**

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**Complete the following required courses:**

CIOS 160 Business English (3)  
CIOS 165 Office Procedures (3)  
CIOS 262 Written Business Communication (3)  
CIOS 264 Interpersonal Skills in Organizations (3)

**Complete 5 - 6 credits from the following:**

CIOS 100\* Keyboarding I (3)  
CIOS 100A\* Keyboarding I: A (1)  
CIOS 100B\* Keyboarding I: B (1)  
CIOS 100C\* Keyboarding I: C (1)  
CIOS 260 Keyboarding II (3)  
CIOS 261 Keyboarding III (3)  
\*Credit will not be counted for both  
CIOS 100 and CIOS 100A, 100B, and 100C.

**Complete 1 - 3 credits from the following:**

CIOS 250A Machine Transcription A (1)  
CIOS 251 Medical Transcription (3)  
CIOS 252 Legal Transcription (1-3)

**Complete 6 credits from the following:**

CIOS 105 Intro. to PC Computers (3) **OR**  
CIOS 105A & B (1 & 2)  
Intro to PC Computers (1) **and**  
Intro to PC Computer Applications (2)  
CIOS 107 Macintosh Computers  
and Applications (3)  
CIOS 110 Computer Concepts  
in Business (3)

**Complete 3 credits from the following:**

CIOS 115D Intro. to WordPerfect in DOS (1)  
CIOS 115E Intro to Microsoft Word in DOS (1)  
CIOS 115F Intro to Microsoft Word on Mac (1)  
CIOS 115G Intro to Microsoft Word  
in Windows (1)  
CIOS 115H Intro. to WordPerfect  
in Windows (1)  
CIOS 115J Intro to WordPerfect on Mac (1)  
CIOS 215D Adv. WordPerfect in DOS (1)  
CIOS 215E Adv. Microsoft Word in DOS (1)  
CIOS 215F Adv. Microsoft Word on Mac (1)  
CIOS 215J Adv. WordPerfect on Mac (1)

**Complete 0 - 3 credits from the following:**

CIOS 107A Intro. to Macintosh (1)  
CIOS 111A Intro. to Lotus (1)  
CIOS 111B Intro. to Excel on Mac (1)  
CIOS 112A Intro. to dBase (1)  
CIOS 112C Filemaker on Mac (1)  
CIOS 113A Intro. to MS/DOS (1)  
CIOS 113B Intro to Windows (1)  
CIOS 113C Mac. Operating Systems (1)  
CIOS 116A Intro. to Desktop  
Publishing (Mac) (1)

**OR**

CIOS 116B Intro. to  
Desktop Publishing (IBM) (1)

**OR**

CIOS 338 Desktop Publishing and Design (3)  
CIOS 167 Proofreading (1)  
CIOS 170 Calculators (1)

**TOTAL: 30 credits**



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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 vocational certificates, but not to A. A., A.A.S., 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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- |           |  |
|-----------|--|
| 500 - 599 | Professional development courses. Not applicable to any degree requirements (even by petition). Restriction to Pass/No Pass grading system. (For purposes of tuition, these are considered graduate-level.)  |
| 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:

- |     |  |
|-----|--|
| 90  | Selected topics - umbrella course  |
| 92  | Seminars and workshops   |
| 93* | Special topic courses to be offered once only  |
| 94* | Trial courses intended to become permanent; may only be offered three semesters before requesting a permanent number |
| 95  | Practicums and cooperative education courses   |
| 96  | Directed study   |
| 97  | Independent study  |

\*Courses ending with 93 or 94 do not satisfy General Education Requirements.

## 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.

## ACCOUNTING

### ACCT 101 3 CR PRINCIPLES OF FINANCIAL ACCOUNTING I

First semester principles of accounting. Introduces concepts and procedures for financial accounting. Emphasis on accounting cycle, recording, summarizing, and interpreting accounting data through presentation of formal financial statements. Prerequisite: MATH 055 with grade of C or better or equivalent Math Placement Test. Special Note: ACCT 101 and ACCT 102 will satisfy requirement for ACCT 201. AAS accounting majors must take ACCT 101 and ACCT 102.

### ACCT 102 3 CR PRINCIPLES OF FINANCIAL ACCOUNTING II

Second semester principles of accounting. Includes long-term debts and investments, analysis and preparation of cash flow statement. Provides overview of managerial accounting. Prerequisite: ACCT 101. Special Note: ACCT 101 and ACCT 102 will satisfy requirement for ACCT 201. AAS accounting majors must take ACCT 101 and ACCT 102.

### ACCT 120 3 CR BOOKKEEPING FOR BUSINESS I

Basic concepts and procedures of practical bookkeeping. Fundamental principles and practices necessary to record and report financial data in a service and merchandising business for manual systems and computerized systems.

### ACCT 202 3 CR PRINCIPLES OF MANAGERIAL ACCOUNTING

Studies the uses of accounting data internally by managers in directing the affairs of business and nonbusiness activities. Planning and control techniques include budgeting, product costing, breakeven analysis, and relevant costing decision analysis. Prerequisite: ACCT 101 and ACCT 102 or ACCT 201; plus CLOS 110 or equivalent.

### ACCT 222 3 CR INTRODUCTION TO COMPUTERS AND ACCOUNTING

Identifies necessary accounting controls in a computerized environment; illustrates conversion of manual to computerized accounting system; demonstrates processing of accounting data on a computer. Prerequisite: ACCT 101 and ACCT 102, or ACCT 201; plus CLOS 110 or faculty permission.

## ALASKA WILDERNESS STUDIES

### AWS 107 1 CR ROCK CLIMBING I

Condensed introduction to joys and challenges of rock climbing. Non-terrifying and fun! Covers equipment, knots, belaying, rappelling, and rock climbing techniques. Prerequisite: Good physical condition to allow climbing in possible inclement weather. Special Note: May be taken more than once for credit.

**AWS 110** **1 CR**

### **HIKING ALASKA**

Introduction to the trails of the local area. Basics of safe and enjoyable hiking with an emphasis on the region. Natural history, including climate, geology, ecology, culture, and resource issues of selected locales. Hikes up to 5 miles on varied terrain.

**AWS 113** **1 - 3 CR**

### **ALASKA MARINE SURVIVAL**

Preparation for serious survival situation on sea or coast. Survival aspects of cold water environment including safety and survival equipment, cold injuries, shelter, signaling, food procurement, and emergency flotation. All with a marine emphasis. May be repeated for credit. Field trips.

**AWS 123** **1 CR**

### **BEGINNING SEA KAYAKING**

Introduces sea kayak paddle skills, basic rescue procedures, trip planning, equipment needs and options, and safety considerations. Held in classroom, pool, and on weekend field trips.

**AWS 128** **2 CR**

### **SCUBA DIVING**

Lectures on diving techniques and gear safety with emphasis on crisis situations, supplemented with work in pool and ocean environment. Diver's certificate given upon successful completion. Special Note: May be taken more than once for credit.

## **ANTHROPOLOGY**

**ANTH 101** **3 CR**

### **INTRODUCTION TO ANTHROPOLOGY**

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

**ANTH 200** **3 CR**

### **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.

**ANTH 202** **3 CR**

### **CULTURAL ANTHROPOLOGY**

Introduction to the methods, theories, and fundamental concepts for the study of cultural systems. Includes social relationships, economic organization, political systems, symbols and beliefs. Serves as foundation for more specialized courses in cultural anthropology.

## **ART**

**ART 100** **1 - 3 CR**

### **STUDIO ART ACTIVITIES**

Individual studio projects, lectures, and field trips to introduce possible areas for concentrated study. Recommended for students seeking initial exposure to arts such as but not limited to design, printmaking, weaving, and sculpture. Special Note: Does not satisfy BA in Art or BFA degree requirements. May be repeated for credit.

**ART 105** **3 CR**

### **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 160** **3 CR**

### **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. Special Note: Course meets general degree requirement except for Art majors.

**ART 181A 3 CR****BEGINNING CALLIGRAPHY**

The art of lettering. Writing and practicing the Roman alphabet and formal Italic, emphasis on writing position, order of pen strokes, spacing, practice, suggestion, and exercises. Introduction to various tools, including pens, inks, papers, and watercolors. Students learn the following alphabet: Bookhand, Italic and/or Uncial and cover numbering, color usage and design. Special Note: Does not satisfy BA in Art or BFA degree requirements.

**ART 183A 3 CR****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 covers carving in the round and other areas of interest. Special Note: Does not satisfy BA in Art or BFA degree requirements.

**ART 183B 3 CR****INTERMEDIATE WOODCARVING**

Continuation of ART 183A using knives and gouges, selection of patterns, proper tool sharpening. Emphasis on carving in the round and relief carving. Prerequisite: ART 183A. Special Note: Does not satisfy BA in Art or BFA degree requirements.

**ART 185B 1 CR****ALEUT BASKET WEAVING**

A crafts involvement in the authentic, fine-twined basketwork of the Aleutian Islands. Special Note: Does not satisfy BA in Art or BFA degree requirements.

**ART 187A 3 CR****OIL PAINTING FOR PLEASURE**

Designed for beginning and intermediate painters. Emphasizes individual growth. Subject matter includes Alaskan scenes as well as other selections. Special Note: Does not satisfy BA in Art or BFA degree requirements.

**ART 205 3 CR****INTERMEDIATE DRAWING**

Drawing in class from live models. Emphasizes expanding visual awareness through drawing. Prerequisite: ART 105.

**ART 213 3 CR****BEGINNING PAINTING**

Introduction to basic materials and techniques in oil or acrylic painting. Emphasizes understanding form in space and light, and the interaction of form with color, value, and texture in paint. Prerequisite: The 18 credit lower division Art core is required for Art majors and recommended for others. Special Note: May be repeated once for credit.

**ART 224 3 CR****BEGINNING PHOTOGRAPHY**

Cross-Listed: JPC 224

Basic principles including camera functions and the utilization of these functions for artistic expression through the processing and printing of black and white film.

**ART 231 3 CR****WATERCOLOR PAINTING**

Exploration of aquarelle techniques. Emphasizes composition as affected by color, value, stylistic considerations, and individual expression; exhibition procedures are included. Prerequisite: The 18 credit lower division Art core is required for Art majors. Special Note: May be repeated once for credit.



## AVIATION TECHNOLOGY

### AT 100 4 CR PRIVATE PILOT GROUND SCHOOL

Preparation for FAA Private Pilot written exam. Includes aircraft and engine operation and limitations, aircraft flight instruments, navigation, navigation computers, national weather information, and dissemination services. FAA Regulations, FAA Airman's Information Manual, radio communications, and radio navigation.

## BIOLOGY

### BIOL 102 3 CR INTRODUCTORY BIOLOGY

One semester freshman course for those with little or no biology background. Includes basic organization of cells, organs, organisms, populations, evolution and functional relationships relevant to modern living. Special Note: Primarily for non-science majors. Satisfies UAA general education and CAS natural science degree requirements.

### BIOL 103 1 CR INTRODUCTORY BIOLOGY LABORATORY

Laboratory part of BIOL 102. Exercises are designed to illustrate principles and concepts developed in BIOL 102. Prerequisite: BIOL 102 or concurrent enrollment. Special Note: Primarily for non-science majors. Satisfies UAA general education and CAS natural science degree requirements.

### BIOL 105 4 CR FUNDAMENTALS OF BIOLOGY I

An introduction to the basic principles of biology as science; simple biological chemistry; cell biology; energy transformation; cellular reproduction; and genetics. Prerequisite: High school biology or faculty permission. Special Notes: One three hour lab per week. BIOL 105, 106 are core courses in biology and are prerequisites to further courses in the biological sciences. Required for BIOL 106.

### BIOL 106 4 CR FUNDAMENTALS OF BIOLOGY II

A continuation of the basic principles of biology for the science major. Anatomy, physiology, and behavior of plants and lower kingdoms. Overview of ecology. Prerequisite: BIOL 105 or faculty permission. Special Notes: One 3-hour lab per week. BIOL 105 and 106 are core courses in biology and are prerequisites to further courses in the biological sciences. BIOL 105 and 106 are required for BIOL 219.

### BIOL 111 4 CR HUMAN ANATOMY AND PHYSIOLOGY I

An introduction to human structure and function. The integumentary, skeletal, muscular, nervous and endocrine systems are considered. Special Note: Accepted for biology major credit only by petition. Satisfies UAA general education and CAS natural science degree requirements for specified baccalaureate degree programs. One 3-hour lab per week.

### BIOL 112 4 CR HUMAN ANATOMY AND PHYSIOLOGY II

A continuation of BIOL 111. The circulatory, respiratory, digestive, excretory, reproductive and immune systems are considered. Prerequisite: BIOL 111 or faculty permission. Special Note: Accepted for biology major credit only by petition. Satisfies UAA general education and CAS natural science degree requirements for specified baccalaureate programs. One 3-hour lab per week.

**BIOL 124** **1 - 4 CR****BIOTA OF ALASKA: SELECTED TOPICS**

Explores special features of birds, mammals, insects or plants. Can include life history, habitat, ecology, and behavior. Special Note: Community Service course.

**BIOL 150** **4 CR****INTRODUCTION TO MARINE BIOLOGY**

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

**BIOL 219** **4 CR****FUNDAMENTALS OF BIOLOGY III**

A continuation of an introduction to the principles of biology for science majors. Emphasis on the morphology, systematics, and physiology of animals. Overview of evolution. Prerequisite: BIOL 105, 106, and CHEM 105; or faculty permission. Special Note: Core course for biology majors. One 3-hour lab per week.

**BIOL 223** **4 CR****INTRODUCTION TO FISHES**

Introduces anatomical physiology, classification and biology of fishes. Emphasizes the fishes of Alaska. Prerequisite: Basic biology or faculty permission.

**BIOL 240** **4 CR****INTRODUCTORY MICROBIOLOGY  
FOR HEALTH SCIENCES**

General introductory microbiology and virology with emphasis on those areas relating to health sciences, including host parasite interactions, host defense mechanisms, and epidemiology. Prerequisite: Concurrent enrollment in BIOL 112, or 8 hours in biology or chemistry, or faculty permission. Special Note: Recommended for associate and baccalaureate health science programs. Laboratory exercises generally require students to return to the lab to record experimental results after 24 hours, throughout the semester. Accepted for biology major credit only by petition.

**BUSINESS  
ADMINISTRATION****BA 131** **3 CR****PERSONAL FINANCE**

Introduction to consumer financial issues. Surveys variety of topics, including personal income, home mortgages, credit laws, income tax, budgeting, insurance, estate planning, investments in stocks, bonds, insurance, and mutual funds, transportation, leisure and recreation costs, consumer fraud and laws protecting consumer.

**BA 151** **3 CR****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 166** **3 CR****SMALL BUSINESS MANAGEMENT**

Business planning as key to successful small business management. Examines practical aspects of management for starting/operating small businesses. Assists students in understanding personal finance, business regulations, marketing, production, and business finance.

**BA 241** **3 CR****BUSINESS LAW I**

Cross-Listed: JUST 241

Introduces legal aspects of business activities. Emphasizes basic principles, institutions, and administration of law in contracts, employment, torts, property, agency, real estate, and insurance.

**BA 242** **BUSINESS LAW II** **3 CR**  
Cross-Listed: JUST 242  
Emphasizes basic principles, institutions, and administration of law in suretyships, partnerships, corporations, trusts, bankruptcy, negotiable instruments and sale of goods. Prerequisite: BA/JUST 241.

**BA 260** **MARKETING PRACTICES** **3 CR**  
Designed to give students a real-world view of basic marketing principles and practices. Emphasizes planning strategy and application of marketing concepts. Examines nature of marketing and its environment, selecting target markets, and developing a market mix: product, price, promotion, and distribution. Prerequisite: BA 151 or faculty permission.

## COMPUTER INFORMATION AND OFFICE SYSTEMS

**CIOS 082** **CLERICAL ACCOUNTING** **3 CR**  
Includes elements of accounting, accounting equation, and analysis of all business transactions.

**CIOS 100** **KEYBOARDING I** **3 CR**  
Basic keyboarding skills emphasizing correct techniques and development of speed and accuracy. Introduces centering, typing personal and business letters, envelopes, tables and manuscripts. Requires no previous typing training.

**CIOS 100A** **KEYBOARDING I: A** **1 CR**  
Introductory keyboarding covering techniques and mechanics of learning to type by touch. Special Note: CIOS 100A, 100B, and 100C are equivalent to CIOS 100. CIOS 100A may be offered as either a classroom or open-entry course.

**CIOS 100B** **KEYBOARDING I: B** **1 CR**  
Emphasizes development of speed and accuracy and introduces centering and typing of letters and envelopes. Prerequisite: CIOS 100A. Special Note: CIOS 100A, 100B, and 100C are equivalent to CIOS 100. CIOS 100B may be offered as either a classroom or open-entry course.

**CIOS 100C** **KEYBOARDING I: C** **1 CR**  
Emphasizes development of speed and accuracy and introduces typing of tables and reports. Prerequisite: CIOS 100B. Special Note: CIOS 100A, 100B, and 100C are equivalent to CIOS 100. CIOS 100C may be offered as either a classroom or open-entry course.

**CIOS 102** **KEYBOARDING SKILL BUILDING** **1 CR**  
Drills to improve speed/accuracy on straight copy typing. Prerequisite: CIOS 100 or keyboarding skill of at least 30 WPM. Grading Policy: Pass/No Pass.

**CIOS 105** **INTRODUCTION TO PC COMPUTERS AND APPLICATIONS** **3 CR**  
A non-technical computer literacy course. Overview of computers and current popular software packages for small business and personal use. Six to twelve hours of introduction to each of several applications including word processing, electronic spreadsheets, database and graphics software. Prerequisite: Keyboarding skill of at least 30 WPM.

**CIOS 105A** 1 CR  
**INTRODUCTION TO PC COMPUTERS**

Introduction to using PC software. Includes word processing, database management, electronic spreadsheets, and graphics. Prerequisite: Keyboarding skill of at least 30 WPM recommended.

**CIOS 105B** 2 CR  
**INTRODUCTION TO PC APPLICATIONS**

Overview of popular software packages for small business and personal use. Six to twelve hours of introduction to each of several applications including word processing, electronic spreadsheets, database and graphics software. Prerequisite: Keyboarding skill of at least 30 WPM recommended.

**CIOS 107A** 1 CR  
**INTRODUCTION TO  
MACINTOSH COMPUTERS**

Introduction to using Macintosh software. Includes word processing, database management, electronic spreadsheets, and graphics. Prerequisite: Keyboarding skills of at least 30 WPM recommended.

**CIOS 107B** 2 CR  
**INTRODUCTION TO  
MACINTOSH APPLICATIONS**

A hands-on course designed for home and business use. Topics include desktop/file management, word processing, spreadsheets, databases, and graphics. Prerequisite: Keyboarding skills of at least 30 WPM recommended.

**CIOS 110** 3 CR  
**COMPUTER CONCEPTS IN BUSINESS**

Introduction to computer concepts from a user's perspective. Covers hardware, software, the information processing cycle, programming, and microcomputer software packages. Emphasis on solving business problems using spreadsheet applications. Prerequisite: MATH 105 and keyboarding skill of at least 30 WPM recommended.

**CIOS 111A** 1 CR  
**INTRODUCTION TO LOTUS IN DOS**

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. Prerequisite: Keyboarding skill of at least 30 WPM recommended.

**CIOS 111B** 1 CR  
**INTRODUCTION TO EXCEL ON MAC**

Design and use of electronic spreadsheets. Covers basic commands and functions needed to create, manipulate, and print spreadsheets.

**CIOS 111C** 1 CR  
**INTRODUCTION TO LOTUS IN WINDOWS**

Design and use of electronic spreadsheets in a Windows environment. Covers Lotus 1-2-3 for Windows commands and functions to create, manipulate, and print spreadsheets. Prerequisite: Keyboarding skill of at least 30 WPM recommended.

**CIOS 111D** 1 CR  
**INTRODUCTION TO EXCEL IN WINDOWS**

Design and use of electronic spreadsheets in a Windows environment. Covers Excel for Windows commands and functions needed to create, manipulate, and print spreadsheets. Prerequisite: Keyboarding skill of at least 30 WPM recommended.

**CIOS 112D** 1 CR  
**INTRODUCTION TO HYPERCARD ON MAC**

Introduction to Hypercard concepts. Students will create stacks and use and customize existing stacks using hypercards. Students will also create individualized slide shows. Prerequisite: CIOS 107A

**CIOS 113A** 1 CR  
**INTRODUCTION TO MS-DOS**

Overview of common MS-DOS commands. Creating directories and managing hard-disks are stressed. Standard resident and nonresident commands are introduced. Prerequisite: Keyboarding skill of at least 30 WPM recommended.



**CIOS 113B 1 CR****INTRODUCTION TO WINDOWS**

Introduction to the Windows environment. Includes file and disk management, the control panel, print manager, Windows setup and maintenance.

**CIOS 113C 1 CR****INTRODUCTION TO MAC  
OPERATING SYSTEM**

Designed for Macintosh owners and intensive Macintosh users. Focuses on system maintenance and operation with an emphasis on troubleshooting. Includes viruses, bombs, customizing the system, and hard disk management and system connectivity. Prerequisite: CIOS 107A and keyboarding skill of at least 30 WPM.

**CIOS 115D 1 CR****INTRODUCTION TO WORDPERFECT  
IN DOS**

Instruction and practice in use of IBM personal computer and WordPerfect software for standard word processing operations. Prerequisite: Keyboarding skill of at least 30 WPM and basic English skills.

**CIOS 115G 1 CR****INTRODUCTION TO MICROSOFT WORD  
IN WINDOWS**

Explores some of the characteristics of a Window-based application covering basic Windows operations focusing on Microsoft Word for Windows. Prerequisite: Keyboarding skill of at least 30 WPM and basic English skills.

**CIOS 115H 1 CR****INTRODUCTION TO WORDPERFECT  
IN WINDOWS**

Instruction and practice in use of IBM personal computer and WordPerfect for Windows software for standard word processing operations. Prerequisite: Keyboarding skill of at least 30 WPM and basic English skills.

**CIOS 116A 1 CR****INTRODUCTION TO DESKTOP PUBLISHING  
ON MAC**

Introduction to using a desktop publishing package. Students will produce publications by placing text and graphics created with other applications. Design elements will also be discussed. Prerequisite: CIOS 107A. Special Note: A student may not apply elective credit toward a certificate or degree from both CIOS 116A and CIOS 338.

**CIOS 116B 1 CR****INTRODUCTION TO DESKTOP PUBLISHING  
ON IBM**

Introduction to using desktop publishing package on the IBM. Students will produce publications placing text and graphics created with other applications. Design element will also be discussed. Prerequisite: CIOS 100

**CIOS 160 3 CR****BUSINESS ENGLISH**

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

**CIOS 161 3 CR****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. Instruction in solving problems with calculating machines.

**CIOS 162 1 CR****PAYROLL PROCEDURES**

Realistic activities introduce the student to preparation of payroll records and tax returns. Up-to-date payroll information and tax forms are used for practice. Special Note: Each student is expected to complete a minimum of 30 hours in the lab.



**CIO 165** **OFFICE PROCEDURES** **3 CR**  
 Duties and responsibilities of general office employees. Includes filing, effective mail processing, telephone communication, meeting the public, office supplies, banking, employment procedures, and grooming. Prerequisite: CIO 100.

**CIO 166** **FILING** **1 CR**  
 Study of filing procedures and basic records management principles. Practice in alphabetic filing rules and introduction to subject, numeric, and geographic filing systems.

**CIO 167** **PROOFREADING** **1 CR**  
 Instruction and practice in proofreading skills. Includes basic techniques of proofreading; review of grammar, punctuation, and spelling; and proofreading for content and usage. Prerequisite: CIO 100 and CIO 160.

**CIO 168** **SHORTHAND** **3 CR**  
 Theory, reading and writing practice for rapid writing of office dictation or abbreviated notetaking.

**CIO 170** **CALCULATORS** **1 CR**  
 Basic operation of electronic calculators with application in solving business problems.

**CIO 186** **BASIC NETWORKING** **1 CR**  
 Develop skills and knowledge necessary for computer networking, including setting up a modem, logging onto computer networks, using electronic mail, and navigating Internet and other networks through UACN access.

**CIO 192** **SEMINARS IN OFFICE MANAGEMENT AND TECHNOLOGY** **1 CR**  
 Specialized topics in office management and technology, including Business English Review, Letter Writing, Personal Communications in the

Office, Job Search Techniques, Better Office Skills and Services, Time Management/Work Organization, Editing/Proofreading/Spelling, Managing Stress and Conflict, Professional Development and Career Advancement, Effective Listening and Memory Development, and Personal Finance. Special Note: May be repeated for a maximum of 7 credits with a change of subtitle. Grading Policy: Pass/No Pass.

**CIO 213A** **ADVANCED MS-DOS** **1 CR**  
 Additional fundamentals of the operating system and the interaction of hardware and software of an IBM or IBM compatible personal computer (PC). Advanced MS-DOS topics are taught to give students a base of knowledge to work from to completely utilize the PC environment. Technically oriented course. Prerequisite: CIO 113A.

**CIO 215D** **ADVANCED WORDPERFECT IN DOS** **1 CR**  
 Continuation of CIO 115D. Includes software applications in advanced areas such as repetitive letters, tables, reports, footnotes, and merging. Requires ability to solve problems, interpret work orders, and type from drafts. Prerequisite: CIO 115D.

**CIO 250A** **MACHINE TRANSCRIPTION A** **1 CR**  
 Machine transcription for students with no previous experience. Includes review of English grammar and punctuation. Prerequisite: CIO 100 or keyboarding skill of at least 30 WPM; and CIO 160 or ENGL 111; and 1 credit of any CIO 115 course.

**CIO 250B** **MACHINE TRANSCRIPTION B** **1 CR**  
 Emphasizes mailable copies, review of language skills and vocabulary. Prerequisite: CIO 250A or demonstrated transcript ability.

**CIOS 260 3 CR****KEYBOARDING II**

Applies keyboarding skills to special letters, tabulations, manuscripts, business forms, and other office problems. Develops speed and accuracy. Prerequisite: CIOS 100 (or CIOS 100A, 100B, and 100C) or keyboarding skill of at least 30 WPM and 1 credit of any CIOS 115 course.

**CIOS 261 3 CR****KEYBOARDING III**

Emphasizes problem solving approach to produce high-quality office documents. Word processing program is used to create business letters, legal documents, forms, statistical tabulating, and financial reports. Includes speed and accuracy skill building. Prerequisite: CIOS 260, 1 credit of any CIOS 115 course, and keyboarding skill of 45 WPM.

**CIOS 262 3 CR****WRITTEN BUSINESS COMMUNICATIONS**

Applies techniques of written communications to situations that require problem solving and an 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: CIOS 160

**CIOS 264 3 CR****INTERPERSONAL SKILLS  
IN ORGANIZATIONS**

Examination of theories and principles of human behavior that deal with the work place. Emphasizes leadership theory, problems in communication, motivation, and interpersonal skills which enhance the ability to function successfully with others in an organization. Prerequisite: CIOS 165 and/or office experience with faculty permission.

**CIOS 276 3 CR****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.

**CIOS 295C 1 - 6 CR****OFFICE SYSTEMS INTERNSHIP**

Places students in business offices related to their educational program and occupational objectives. Special Note: Requires 45 hours of work experience for each credit. May be taken more than once for credit. Maximum of three internship credits may be used to meet degree requirements. Includes seminar with faculty coordinator. Prerequisite: 12 credit hours in CIOS and instructor permission.

## CHEMISTRY

**CHEM 055 4 CR****CONTEMPORARY CHEMISTRY**

For students with little or no chemistry background. Covers units of measurement, matter, atoms, periodic table, nomenclature, equations, oxidation-reduction, solutions, calculations, and problem solving. Prerequisite: MATH 055.

**CHEM 103 4 CR****INTRODUCTION TO GENERAL  
AND ORGANIC CHEMISTRY**

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 including alkanes, alkenes, alkynes, aromatic compounds, alcohols, phenols, ethers, and halides. Prerequisite: MATH 055 or equivalent, high school chemistry or CHEM 055.

## DIETETICS/NUTRITION

**DN 203** **3 CR**

### **NORMAL NUTRITION**

Cross-Listed: HS 203

Study of nutrition including food sources and requirements of nutrients; physiological and metabolic aspects of nutrient function; food choices, selection and contemporary issues of concern to health professionals and consumers. Prerequisite: BIOL 111 and 112 or CHEM 103 and 104.

## ECONOMICS

**ECON 201** **3 CR**

### **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. Prerequisite: Knowledge of basic algebra recommended.

**ECON 202** **3 CR**

### **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 CR**

### **BEGINNING SIGN LANGUAGE**

Introductory training in manual communication methods used in the United States. Students will learn how to carry on basic communication with deaf persons via manual mode. Credit will be awarded upon demonstration of mastery of the materials.

**ED 181** **1CR**

### **INTERMEDIATE SIGN LANGUAGE**

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

**ED 210** **2 CR**

### **AMERICAN SCHOOLS**

Examines the sociopolitical environment and various client groups served by the nation's school system, including an overview of the historical development of the nation's schools. Looks at the diverse characteristics of the emerging population of students who now constitute the nation's "student body," the working environment of a teacher, and the emerging definition of excellent teaching practices.

**ED 211** **1 CR**

### **OBSERVATION OF LEARNING**

Teaches prospective educators, parents and other interested students how to observe a learning setting, including observer access and etiquette, and how to identify critical aspects of learner and teacher behavior. Special Notes: Individualized, self-paced, open entry/exit course. All pre-education majors must pass this course in order to take other courses in education. Students attend an orientation session, then hours by appointment. May be repeated as many times as necessary to pass. Grading Policy: Pass/No Pass.

**ED 212** **2 CR**

### **HUMAN DEVELOPMENT AND LEARNING**

Overview of human development, prenatal to aging, as this impacts learning. Theories of learning, and how learning is studied. Learning style and how it is identified. Characteristics of diversity in learners, as this evolves through development. Prerequisite: ED 211.

ED 216

3 CR

### CHILDREN'S LITERATURE

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

## EMERGENCY MEDICAL TECHNOLOGY

EMT 130

6 CR

### EMERGENCY MEDICAL TECHNICIAN I

Provides the necessary training to become state or nationally registered as an EMT I, which is optional. Proficiency in victim assessment, recognition and treatment of medical emergencies and other basic life support procedures. Includes practicum experience in hospitals, emergency rooms, or other sites. Special Note: Students must have the strength to be able to move victims, sufficient vision to assess condition of victims, and dexterity to perform the skills application procedures.

## EMERGENCY TRAUMA TECHNICIAN

ETT 110

4 CR

### EMERGENCY TRAUMA TECHNICIAN

Alaska state certified basic emergency medical course beyond advanced first aid. Emphasizes prevention, assessment, and care of injury and illness commonly encountered in both urban and rural settings.

## ENGLISH

- 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 067

1 - 3 CR

### 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: Appropriate score on English Placement Test. Grading Policy: Pass/No Pass.

ENGL 078

1 - 3 CR

### READING FUNDAMENTALS

Basic reading course covering word-attack skills, vocabulary, and comprehension. Individualized instruction based on student's present skill level. Prerequisite: Appropriate score on Reading Placement Test. Grading Policy: Pass/No Pass.

ENGL 100B

1 CR

### CLASSROOM SUCCESS SKILLS

Introduction in basic study skills such as note taking, reading for information, and preparing for tests. Also covers coping with college stress and locating learning resources. Grading Policy: Pass/No Pass.

ENGL 101A

1 - 3 CR

### VOCABULARY SKILL BUILDING

Increases student's vocabulary through use of different approaches. Includes word recognition drills, practice exercises, and study of word roots, prefixes, and origins.



**ENGL 101B** 1 - 3 CR  
**SPELLING SKILL BUILDING**

For students needing intensive practice in this skill. Includes phonics, spelling rules, proof-reading, practice drills, and use of dictionary.

**ENGL 101D** 1 - 3 CR  
**SENTENCE SKILL BUILDING**

Instruction in writing effective sentences. Includes parallel structure, coordination, subordination, and precise word choice.

**ENGL 101E** 1 - 3 CR  
**REFRESHER WRITING SKILLS**

Renews and expands basic writing skills for students interested in general self-improvement. Writing tasks assigned according to individual ability and interest.

**ENGL 105** 1 - 3 CR  
**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. Prerequisite: Appropriate score on Reading Placement Test.

**ENGL 106** 3 CR  
**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. Prerequisite: Appropriate score on English Placement Test.

**ENGL 108** 3 CR  
**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. Prerequisite: ENGL 106 or appropriate score on English Placement Test.

**ENGL 111** 3 CR  
**METHODS OF  
WRITTEN COMMUNICATION**

Instruction in composition of expository essays with emphasis on different techniques for organization and development. Documented paper required. Prerequisite: Appropriate score on English Placement Test, SAT Test of Standard Written English, or ACT English Usage Test. Special Note: Applies toward written communication requirement.

**ENGL 120** 3 CR  
**CRITICAL/CREATIVE THINKING**

Introductory course emphasizing principles and techniques of thinking better. Focuses on critical and creative thinking and problem solving strategies. Prerequisite: Average reading skills recommended.

**ENGL 121** 3 CR  
**INTRODUCTION TO LITERATURE**

Course for non-majors. Introduction to analysis and appreciation of fiction, drama, and poetry. Emphasis on reading and discussion.

**ENGL 201** 3 CR  
**MASTERPIECES OF  
WORLD LITERATURE I**

Introductory course for majors and non-majors. Emphasizes understanding literature, forming critical vocabulary, and developing literary judgment. Selected masterpieces from ancient times through the Renaissance. Prerequisite: ENGL 111.

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

Introductory course for majors and non-majors. Emphasizes understanding literature, forming critical vocabulary, and developing literary judgment. Selected masterpieces from the Renaissance to the present. Prerequisite: ENGL 111.



**ENGL 207 3 CR**

**AMERICAN PRIZEWINNERS**

Interpretation and discussion of selections by American writers who have been honored nationally or internationally.

**ENGL 211 3 CR**

**INTERMEDIATE EXPOSITION WITH READINGS IN LITERATURE**

Instruction in writing based on close analysis of literature. Develops a broad range of expository writing skills. Research paper required. Prerequisite: ENGL 111. Special Note: Applies toward written communication requirement.

**ENGL 212 3 CR**

**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 and experience in business, technical, or scientific field. Special Note: Applies toward written communication requirement.

**ENGL 213 3 CR**

**INTERMEDIATE EXPOSITION WITH READINGS IN NONFICTION**

Instruction in writing based on close analysis of nonfiction expository prose. Develops a broad range of college and career writing skills. Research paper required. Prerequisite: ENGL 111. Special Note: Applies toward written communication requirement.

**ENGL 235 3 CR**

**THE ILIAD**

Reading and review course covering the 24 books of Homer's Iliad. Emphasis on key myths, mythological figures, and development of oral literature into written form.

**ENGL 260A 3 CR**

**INTRODUCTION TO CREATIVE WRITING**

Introduction to two or more types of creative writing and close analysis of each student's work. Special Note: Repeatable course.

**ENGL 261 3 CR**

**ART/LITERARY MAGAZINE PRODUCTION**

Students edit and prepare manuscripts for publication, layout magazine pages for the printer, and learn about other aspects of magazine production. Students solicit, evaluate and select material appropriate for a literary magazine: short stories, poetry, essays, artwork, etc. Also covers publicity, marketing and distribution of the finished publication.

**FISHERIES TECHNOLOGY**

**ADT 071 2 CR**

**FUNDAMENTALS OF DIESEL ENGINES**

Survey of different types, uses, operating conditions, and maintenance of diesel engines.

**FT 100 1 CR**

**GILLNET HANGING AND REPAIR**

Theory and practice of gillnet hanging and repair, specifically applied to Alaska salmon and herring gillnet fisheries, including special techniques. Work on your own net.

**FT 101 2 CR**

**ALASKA TRAWL & MIDWATER NETS**

Overall view of trawl fisheries and nets in Alaskan waters, net designs, terminology, with emphasis on how to build and repair bottom and midwater nets.

**FT 102** **1 CR**

**NET MENDING**

Methods of repairing gillnets, seines, and trawls. Materials used in construction of webbing, twine types, trimming holes, mending holes, and inserting patches will be covered. Emphasis on proper knots and techniques. Grading Policy: Pass/No Pass.

**FT 103** **1 CR**

**OUTBOARD MAINTENANCE AND REPAIR**

Preventive maintenance and troubleshooting of basic outboard motors. Special Note: Student supplies used outboard motor.

**FT 113** **3 CR**

**COASTAL PILOTING AND NAVIGATION**

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

**MT 230** **2 CR**

**BOAT OPERATOR LICENSE PREP**

Covers weather, first aid, seamanship, pollution control, navigation, rules of the road, all of which a basic understanding is necessary to pass the USCG examination to operate a marine vessel for hire.

**MT 231** **3 CR**

**VESSEL COMMERCIAL LICENSE PREP**

Preparation for passing the USCG license exam for motor boat operator of uninspected passenger vessels, and master, inland and near coastal. Grading Policy: Pass/No Pass

**MT 235** **1 CR**

**MARINE SURVIVAL EQUIPMENT,  
PROCEDURES, AND DRILLS**

Focus on survival equipment and procedures used in an emergency at sea. Includes drill instructor requirements for documented fishing vessels. Hands-on training with life rafts, EPIRBs, immersion suits, and fire fighting. Pool session and on board drills will also be conducted. U.S.C.G. approved. Grading Policy: Pass/No Pass

## **FOOD SERVICE TECHNOLOGY**

**FST 104** **2 CR**

**SANITATION**

Thorough study of importance of sanitation in food service. Microbiology, equipment facilities, laws/codes, housekeeping methods, washing dishes and utensils, and handling wastes. A NIFI certification test is available at the end of the course.

## **GEOGRAPHY**

**GEOG 101** **3 CR**

**INTRODUCTION TO GEOGRAPHY**

World regions and analysis of environments with emphasis on major cultural realms.

**GEOG 103** **3 CR**

**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 109** **3 CR**

**FUNDAMENTALS OF METEOROLOGY**

Cross-Listed: PHYS 109

Introductory course in meteorology for non-specialists. Prerequisite: High school math skills.

**GEOG 200** **3 CR**

**ALASKAN GEOGRAPHY**

Introductory geographical survey of Alaska. Emphasis on the high latitude Alaskan lands and their potential for future development.

## GEOLOGY

### GEOL 111 4 CR

#### PHYSICAL GEOLOGY, LEC/LAB

Introduction to physical geology. Study of earth, its materials, and processes affecting changes on and within it. Laboratory training in use of topographic maps, and recognition of common rocks and minerals. Prerequisite: MATH 055.

### GEOL 172 1 - 3 CR

#### INTRODUCTORY TOPICS IN GEOLOGY

Specific topics selected from a field in earth science chosen to reflect interest in areas or topics not covered in traditional courses. Special Note: May be repeated.

## HISTORY

### HIST 101 3 CR

#### 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 CR

#### WESTERN CIVILIZATION II

A survey of the developments in Western civilization from 1650 to the present. The major social, political, economic, and intellectual characteristics of Western society will be emphasized.

### HIST 131 3 CR

#### 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 Civil War.

### HIST 132 3 CR

#### HISTORY OF 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 CR

#### 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 CR

#### 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.

## HOME ECONOMICS

### HETC 120 1 CR

#### 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. Students must provide own sewing equipment (except sewing machine) and all patterns and fabrics for class projects.

### HETC 124 1 - 3 CR

#### SEWING TOPICS

Flexible workshops offering variety of specialized clothing and textile skill techniques. Prerequisite: HETC 121 or 122 or basic sewing skills. Special Note: May be repeated any number of times, but a maximum of 6 credits applicable toward degree requirements

## HUMANITIES

### HUM 211 3 CR INTRODUCTION TO HUMANITIES I

Integrated exploration of fundamental principles of literature, music, philosophy, and visual arts. Prerequisite: ENGL 111.

### HUM 212 3 CR INTRODUCTION TO HUMANITIES II

A study of a given historical period or periods with reference to art, literature, philosophy, and music. Prerequisite: ENGL 111.

## HUMAN SERVICES

### HUMS 106 3 CR INTRODUCTION TO SOCIAL WELFARE

Cross listed: SOC/SWK 106

Analyzes social inequality and American social welfare system. Traces historical development of government response to social inequality. Explores historical and persisting dilemmas—ethical, political, social and economic—explicit and implicit in social welfare provisioning. Assists in understanding of social welfare problems and their solutions. Prerequisite: SOC 101.

### HUMS 122 3 CR SUBSTANCE ABUSE AS A CONTEMPORARY PROBLEM

Examines cultural values and norms, and social attitudes toward alcohol and drug abuse. Impact of abuse on personal functioning and interpersonal relations.

### HUMS 131 3 CR INTRODUCTION TO THE FAMILY TEACHING MODEL

Theory, techniques, and practices of the family teaching model for social skills training in family and group settings. Grading Policy: Pass/No Pass.

### HUMS 150 3 CR MARRIAGE, DIVORCE AND INTIMATE RELATIONSHIPS IN THE 90S

Exploration of behaviors, values, attitudes and consequences of contemporary patterns of marriage, divorce and intimate relationships from the perspectives of American culture, ethnic groups and students. Issues examined include values and attitudes toward family, sex roles, sexuality, marriage and divorce; six traditional and contemporary relationship options; dynamics of intimate relationships; and relationships in the future.

### HUMS 153 3 CR HUMAN RELATIONS Cross-Listed: PSY 153

A survey of human relations to include communication, problem solving, interaction, relationship, choice and change skills.

## JAPANESE

### JPN 101E 3 CR ELEMENTARY JAPANESE I

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

### JPN 102E 3 CR ELEMENTARY JAPANESE II

Continued drill in speaking, listening, reading and writing in different situations. Emphasis on developing in oral and written "hiragana" communication. Prerequisite: JPN 101E.

### JPN 201E 3 CR INTERMEDIATE JAPANESE I

Completion of basic grammar and continued practice in speaking, listening, reading, and writing. In addition to the "hiragana" reading and writing, "katakana" and "kanji" are added. Beside core textbooks, various tapes, videos and storybooks are supplemented. Prerequisite: JPN 102E.



**JPN 202E 3 CR****INTERMEDIATE JAPANESE II**

By being exposed to various Japanese family life-styles, customs, traditions, arts and society through reading books and audio visual media, students will expand their communicative skills in speaking and writing. Continued development of oral and written fluency. Prerequisite: JPN 201E.

**LIBRARY SKILLS****LS 101 1 CR****LIBRARY SKILLS**

Self-paced study in college library skills and resources common to libraries in general with particular reference to the Kodiak College library. No class sessions are held; course to be completed within semester with individual assignments completed according to schedule set by student and instructor. Grading Policy: Pass/No Pass.

**JUSTICE****JUST 110 3 CR****INTRODUCTION TO JUSTICE**

Survey of philosophies and methods of social control with emphasis on law and those involved in its administration—police, courts, and correction organizations. Includes history, organization, processes, and problems related to law and justice agencies in a heterogeneous, democratic society. Special Note: A prerequisite to most Justice courses.

**JUST 153 3 CR****EVIDENCE**

Kinds and degrees of evidence, and rules governing admissibility of evidence in court. Prerequisite: JUST 110 or PARL 101. May be taken concurrently with faculty permission.

**JUST 221 3 CR****JUSTICE ORGANIZATION  
AND MANAGEMENT**

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

**JUST 241 3 CR****BUSINESS LAW I**

Cross-Listed: BA 241

Introduces legal aspects of business activities. Emphasizes principles, institutions, and administration of law in contracts, employment, torts, property, agency, real estate, and insurance. Prerequisite: BA/JUST 241.

**JUST 242 3 CR****BUSINESS LAW II**

Cross-Listed: JUST 242

Emphasizes basic principles, institutions, and administration of law in suretyships, partnerships, corporations, trusts, bankruptcy, negotiable instruments and sale of goods.

**JUST 251 3 CR****CRIMINOLOGY**

The study of deviant behavior and theories of causation and their relationship to society, law and law enforcement. Prerequisite: JUST 110.

**MATHEMATICS****MATH 054 3 CR****PRE-ALGEBRA**

Basic concepts of pre-algebra mathematics. Includes arithmetic operations and applications, whole numbers, fractions, decimals, ratio and proportion, percent, area and volume, exponents, radicals, signed numbers, and solution of simple equations. Special Note: Equivalent to MATH 050. Credit will not be given for both MATH 050 and MATH 054. Math Placement Test not required.



**MATH 055 3 CR****ELEMENTARY ALGEBRA**

Beginning algebra course. Includes operations with signed numbers and polynomials, factoring, exponents, radicals, algebraic fractions, solution of linear equations, systems of equations, linear inequalities, and quadratic equations. Basic graphing. Prerequisite: MATH 054 with grade of C or higher or Math Placement Test.

**MATH 065 3 CR****PLANE GEOMETRY**

Fundamental concepts of plane geometry. Methods of proof, elementary logic, congruent triangles, parallel lines, angle relationships, ratio, proportion, similarity, regular polygons, circles, and constructions. Prerequisite: MATH 055 or 060 with grade of C or higher or Math Placement Test.

**MATH 102 3 CR****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 CR****CONCEPTS OF MATHEMATICS**

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

**MATH 105 3 CR****INTERMEDIATE ALGEBRA**

Presumes solid foundation in elementary algebra. Includes sets, properties of real numbers, exponents and radicals, solution of first and

second degree equations and inequalities. Also covers word problems, fundamental operations with polynomials, factoring, special products, rational expressions, functions, conic sections, Cartesian graphing of first and second degree equations and inequalities, systems of equations, and introduction to logarithmic and exponential functions. Prerequisite: MATH 055 or 060 with grade of C or higher or Math Placement Test.

**MATH 107 4 CR****COLLEGE ALGEBRA**

Review and extension of topics from MATH 105. Covers logarithmic and exponential functions, binomial theorem, graphs and equations of conic sections, solution of equations greater than second degree, mathematical induction, combinatorics and probability, function theory, inverses, inequalities, determinants, matrices and systems of equations, sequences and series. Prerequisite: MATH 105 or two years of high school algebra with grade of C or higher or Math Placement Test. Special Note: Students may apply no more than seven credits from any combination of MATH 106, 107 and 108 toward the graduation requirements for any baccalaureate degree.

**MATH 108 3 CR****TRIGONOMETRY**

Covers angular measure and trigonometric functions, fundamental trigonometric identities, composite angle identities, and graphs of trigonometric functions. Also includes complex numbers, DeMoivre's theorem, solution of right and oblique triangles, solution of trigonometric equations, inverse trigonometric functions and vectors. Provides calculation practice helpful for physics, engineering and survey technology courses. Prerequisite: MATH 107 or two years of high school algebra with grade of C or higher or Math Placement Test. Special Notes: A student may apply no more than 7 credits from any combination of MATH 106, 107 and 108 toward the graduation requirements for any baccalaureate degree.

**MATH 200 4 CR****CALCULUS I**

Review of functions and analytic geometry, limits, derivatives of trigonometric and rational algebraic functions, curve sketching, basic integration of power functions, the definite integral, and applications of differentiation and integration. Prerequisite: Either MATH 106 or MATH 107 and MATH 108 with grade of C or higher or Math Placement Test.

**MATH 201 4 CR****CALCULUS II**

Differentiation and integration of exponential, logarithmic and trigonometric functions. Parametric equations, arc length, polar coordinates, techniques of integration, and infinite series. Prerequisite: MATH 200 with grade of C or higher.

**MATH 202 4 CR****CALCULUS III**

Vectors, partial differentiation and multiple integration. Prerequisite: MATH 201 with grade of C or higher.

**MATH 205 3 CR****MATHEMATICS FOR  
ELEMENTARY SCHOOL TEACHERS I**

Elementary set theory, numeration systems, and algorithms of arithmetic, logic, divisors, multiples, integers, rational numbers, number theory, solving equations and inequalities, graphing, problem solving strategies, consumer math, and geometry. Includes use of appropriate materials for teaching these topics. Prerequisite: Two years of high school math including at least one year of algebra or Math Competency Test.

**MATH 206 3 CR****MATHEMATICS FOR  
ELEMENTARY SCHOOL TEACHERS II**

Continuation of MATH 205. Topics include real number systems and subsystems, algebra, graphing, logic, geometry, topology, measure-

ment, metric system, probability and statistics, and calculators. Includes use of appropriate materials for teaching these topics. Prerequisite: MATH 205.

**MUSIC****MUS 111 3 CR****FUNDAMENTALS OF MUSIC**

Rudimentary work in the elements of music and an introduction to notation, rhythm, scales, keys, intervals, 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 CR****MUSIC APPRECIATION**

Enhancement of listener understanding and enjoyment of various musical styles. Investigation of music through the ages: Medieval through contemporary. Special Notes: May not be counted towards the degree requirements for music majors pursuing either a BA or BM degree.

**MUS 124 3 CR****HISTORY OF JAZZ**

History and development of jazz from its early heritage to the present, emphasizing representative styles and individual or group contributors. Recordings, guest artists, and possible field trips enhance regular classroom activities.

**PARALEGAL  
STUDIES****PARL 101 3 CR****INTRODUCTION TO LAW**

Introduces legal processes in democratic society. Includes skills for conducting basic legal research.

## PHILOSOPHY

### PHIL 101 3 CR

#### INTRODUCTION TO LOGIC

Analyzes argumentation and informal fallacies; introduces deductive logic, and examines inductive evidence in scientific and practical reasoning.

### PHIL 201 3 CR

#### INTRODUCTION TO PHILOSOPHY

Introduces works of influential thinkers, both ancient and modern, in the Western philosophical tradition. Emphasizes central problems of knowledge, reality, and good and evil.

## PHYSICAL EDUCATION AND RECREATION

Special Note: PER courses may be repeated for credit.

### PER 113 1 CR

#### SHAPE UP WITH WEIGHTS

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

### PER 114 1 CR

#### BEGINNING WEIGHT TRAINING

Improves strength, physical conditioning, and general sports performance through correct use of nautilus equipment, free weights and use of body weight and resistance.

### PER 115 1 CR

#### YOGA

Participation in Kundalini Yoga. Includes physical exercise, breathing techniques and practice in concentration and deep relaxation.

### PER 118 1 CR

#### AEROBICS

Exercise to music for cardiovascular, flexibility, and strength improvement.

### PER 119 1 - 3 CR

#### BEGINNING KARATE

Introduces main techniques of karate. Covers three main aspects: individual training, applied training with opponent, and auxiliary exercises to increase skills.

### PER 123 1 CR

#### BEGINNING BOWLING

Fundamentals for the beginner. Covers bowling technique, posture and position, and scoring.

### PER 219 1 - 3 CR

#### INTERMEDIATE KARATE

Continuation of PER 119. Covers basic review, injury prevention, philosophy, introduction to various schools and styles, and conditioning. Emphasis on refinement of basic moves, offensive and defensive strategies, and acquisition of intermediate moves and techniques. Prerequisite: PER 119 or equivalent skills.

### PER 223 1 CR

#### INTERMEDIATE BOWLING

Provides bowling instruction to the person who knows basic techniques and wishes to further develop skills. Prerequisite: PER 123 or equivalent skills.

## POLITICAL SCIENCE

### PS 101 3 CR

#### INTRODUCTION TO AMERICAN GOVERNMENT

An introduction to the historical and constitutional foundations of American government; the political activities of parties, groups, and the media; public decision-making by the executive, Congress, and the courts; and current economic, environmental, social, and foreign issues and policies.

## PSYCHOLOGY

### PSY 111 3 CR GENERAL PSYCHOLOGY

Introduces psychology through presentation of outstanding research and theories. Includes physiological, developmental, abnormal, perception, motivation, learning, and personality.

### PSY 112 1 CR PSYCHOLOGY SHORT COURSES

Presents topics in general psychology. Specific topics to be announced. Special Note: May be repeated for a maximum of 3 credits.

### PSY 130 1 CR CRISIS LINE/SHELTER ADVOCACY

Basic listening skills and crisis intervention techniques. Overview of domestic violence, adult and child sexual assault, legal alternatives, and community resources.

### PSY 135 1 CR DOMESTIC VIOLENCE AND 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. Focuses on regulation and program standards, dynamics of advocacy case work, development of techniques of effective interaction with clients, and working knowledge of community resources.

### PSY 150 3 CR HUMAN DEVELOPMENT

Reviews aspects of human development and changes which occur during a person's lifetime. Covers prenatal period, infancy, early and middle childhood, adolescence, and early, middle, and late adulthood.

### PSY 153 3 CR HUMAN RELATIONS Cross-Listed: HUMS 153

A survey of human relations to include communication, problem solving, interaction, relationship, choice and change skills.

### PSY 265 3 CR PSYCHOLOGY OF ABNORMAL BEHAVIOR

Identifies continuum from normality through everyday upsets and emotional crisis to extremely deviant behavior. Current DSM nomenclature is used. Prerequisite: PSY 111 or faculty permission.

## RUSSIAN

### RUSS 101E 3 CR 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 Russian speaking countries. Emphasizes conversation.

### RUSS 102E 3 CR ELEMENTARY RUSSIAN II

Students learn rudiments of Russian grammar while continuing to build vocabulary and conversational skills. Use of Russian language newspapers, magazines and atlases to enhance reading skills. Prerequisite: RUSS 101E or equivalent.

## SOCIOLOGY

### SOC 101 3 CR INTRODUCTION TO SOCIOLOGY

Introduction to science of humans as social animals, emphasizing social processes which give rise to and shape human's language, experiences, perception, meaning, and behavior. Multiple frameworks used in understanding and predicting behavior.

### SOC 106 3 CR INTRODUCTION TO SOCIAL WELFARE

Cross-Listed: HUMS/SWK 106

Analyzes social inequality and the American social welfare system. Traces historical development of government response to social inequality. Explores historical and persisting dilemmas—ethical, political, social and economic—explicit and implicit in social welfare



provisioning. Assists in understanding of social welfare problems and their solutions. Prerequisite: SOC 101.

**SOC 201 3 CR**

**SOCIAL PROBLEMS AND SOLUTIONS**

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

**SOC 222 3 CR**

**SMALL AND RURAL COMMUNITIES**

Overview of organization, viability, change and problems of small communities and villages in rural areas; their relations to larger and regional systems; and factors which affect their future as autonomous units.

**SOC 242 3 CR**

**AN INTRODUCTION TO MARRIAGE,  
FAMILY AND INTIMATE RELATIONSHIPS**

Introduction to sociological study of contemporary patterns relating to marriage, family and other intimate relationships. Also explores impact of gender roles, ethnicity and racial background on beliefs, values, attitudes and behaviors. Prerequisite: A social science course recommended

## SOCIAL WORK

**SWK 106 3 CR**

**INTRODUCTION TO SOCIAL WELFARE**

Cross-Listed: HUMS/SOC 106

Analyzes social inequality and the American social welfare system. Traces historical development of government response to social inequality. Explores historical and persisting dilemmas—ethical, political, social and economic—explicit and implicit in social welfare provisioning. Assists in understanding of social welfare problems and their solutions. Prerequisite: SOC 101.

## SPANISH

**SPAN 101E 3 CR**

**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 CR**

**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 101E or equivalent.

**SPAN 201E 3 CR**

**INTERMEDIATE SPANISH I**

Reviews fundamental structures of Spanish grammar and vocabulary. Gives special attention to command forms and present and past subjunctive. Familiarizes students with sound and usage of the language by taking dictation, reading and writing short compositions. Enhances conversation through thematic vocabularies and idiomatic expressions. Prerequisite: SPAN 102E or equivalent.

**SPAN 202E 3 CR**

**INTERMEDIATE SPANISH II**

Continuation of SPAN 201E. Includes review of grammar and new vocabulary and expressions. Emphasizes reading and writing of short compositions or essays. Articles from magazines and newspapers on issues of current interest will be analyzed and discussed to expand ability of students to read, write and speak fluently. Prerequisite: SPAN 201E or equivalent.



## **SPEECH**

**SPCH 111** **3 CR**

### **FUNDAMENTALS OF ORAL COMMUNICATION**

Talking with greater ease and listening more effectively in individual and group situations. Improvement in organizing ideas and exchanging thoughts, opinions, information and data. Practice in understanding and using language and the informative speaking process. Students practice speaking and listening skills by participating in group activities and by giving individual speeches.

## **THEATRE**

**THR 101** **1 - 3 CR**

### **THEATRE PRACTICUM: PERFORMANCE**

Participation in main stage productions as an actor, director, or assistant director.

**THR 201** **1 - 3 CR**

### **THEATRE PRACTICUM: TECHNICAL**

Participation in main stage 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 CR**

### **BEGINNING WOODWORKING**

Basics of sound wood design, stock selection, hand and machine tools, cutting and shaping, fastening, surface preparation, stains and finishes.

**VS 150** **2 CR**

### **INTERMEDIATE WOODWORKING**

Advanced use of hand and power tools including the wood lathe. Students will build a variety of assigned projects. Prerequisite: VS 100

**VS 200** **2 CR**

### **ADVANCED WOODWORKING**

Advanced version of VS 100 with emphasis on complex assembly techniques. Covers care and use of machines in building items made from wood. Prerequisite: VS 100 or experience in the field

## **WELDING**

**WELD 115** **2 CR**

### **BASIC SHIELDED METAL ARC WELDING**

Beginning course designed to teach basics in welding steel, using the shielded metal arc welding (SMAW) process. Videotaped lessons and demonstrations consist of a series of intensive, highly structured skill building exercises in stick welding. Covers four basic joints in four positions. Includes brief exposure to cutting techniques with stick, shear, arc/air and oxy-acetylene torch.

**WELD 116** **2 CR**

### **INTERMEDIATE SHIELDED METAL ARC WELDING**

Reviews basic joints in all positions and emphasizes those skills needed to pass practical examination for structural welding in all positions. Covers typical fabrication techniques, electrode selection, fit-up, joint design, hard-facing of steel, cast-iron welding, and cutting techniques. Prerequisite: WELD 115 or faculty permission.

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## **FACULTY, STAFF AND BOARDS**

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### **FULL-TIME FACULTY**

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**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.

**CLEARY, BRIAN J. - 1988 - Computers/Education**

California State University, 1979, B.A.; California State University, 1981, M.A.;  
University of Oregon, 1984, M.S.

**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/Theatre/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**

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Bill Applebee . . . . . Business Manager  
Janet Bane . . . . . Media Technician  
Kenneth Boyer . . . . . Custodian  
Mignon Brown . . . . . Library Aide  
Violeta Doctolero . . . . . Book Store  
Fae Gaines . . . . . Registrar  
Carol Hagel . . . . . College Director  
Karen Hamer . . . . . Accounting  
Benjamin Justiniano . . . . . Custodian

Steven Kreber . . . . . Channel 14  
Elaine Loomis Olsen . . . . . Single Parent Project  
Patricia Mahoney . . . . . Personnel  
John Mahoney . . . . . Program Coordinator  
Patsy Malutin . . . . . Receptionist  
Jane Petrich . . . . . Village Outreach  
Barbara Stevens . . . . . Administrative Asst.  
D. Michael Treston . . . . . Maintenance  
R'Dell Wolff . . . . . 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	Linda Freed	Donene Tweten
Margaret Hall	Ginny Shank	Jack Hill
Judy Fulp	James Peotter	Anna Moran
Kathy Roberts	John Witteveen	Gloria Bishop
Mary Monroe, ex-officio		
Carol Hagel, ex-officio		

### **ADMINISTRATIVE OFFICERS**

Dr. Jerome Komisar	President, University of Alaska
Dr. E. Lee Gorsuch	Chancellor, University of Alaska Anchorage
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**

Sharon Gagnon, Anchorage	Mary Jane Fate, Fairbanks
Susan Stitham, Fairbanks	Mark Helmericks, Prudhoe Bay
Virginia Breeze, Anchorage	Michael Kelly, Fairbanks
Eric Forrer, Juneau	Lew Williams, Ketchikan
Joseph Henri, Anchorage	Morris Thompson, Fairbanks
R. Danforth Ogg, Kodiak	Scott Otterbacher, Anchorage

## INDEX

- Ability to Benefit, 6
- Academic:
  - Appeals, 6
  - Calendar, 2
  - Dishonesty, 24
  - Petition, 6
  - Regulations, 6
  - Standing, 8
- Access to Student Records, 20
- Accounting Courses, 40
- Accreditation, 2
- Add/Drop Procedure, 8
- Admission Procedures, 27
- Admission Policy, 6
- Adult Basic Education 29, 40
- Advising, 20
- Advisory Council, 66
- AK Wilderness Courses, 40
- Anthropology Courses, 41
- Art Courses, 41
- Associate of Arts Degree
  - General Transfer, 31
- Associate of Applied Science Degrees
  - General Business, 32
  - Secretarial, 33
  - Bookkeeping, 34
- Audit, 9
- Aviation Technology Courses, 43
- Biology Courses, 43
- Board of Regents, 65
- Book Store, 20
- Business Admin. Courses, 44
- Certificate Programs
  - Bookkeeping, 36
  - General Clerical, 35
  - Word/Information Proc., 37
- Change of Grade, 12
- Chemistry Courses, 49
- CLEP Program, 9
- Computer Information and Office Systems Courses, 45
- Conferring of Degrees, 28
- Counseling, 20
- Course Classifications, 30
- Course Descriptions, 38
- Course Numbering System, 38
- Credit
  - Transfer of, 7, 16
  - Military Service, 7
- Study Load, 7
- Compressibility, 7
- Degree Requirements, 27
- Residence, 15
- No Credit Option, 12
- Diesel Courses, 53
- Dietetics & Nutrition Courses, 49
- Dropping Courses, 8
- Drug Policy, 23
- Economics Courses, 50
- Education:
  - Adult, 40
  - Courses, 50
  - Emergency Medical Tech., 51
  - Emergency Trauma Technician, 51
  - English Courses, 51
  - Expenses, 15
  - Faculty, 64
  - Faculty-Initiated Withdrawal, 10
  - Fees, 18
  - Financial Aid, 21
  - Fisheries Technology Courses, 53
  - Food Service Technology, 54
  - Full-Time Status, 6
  - Gen. Education Requirement, 17
  - Geography Courses, 54
  - Geology Courses, 55
- Grading
  - Changes, 12
  - Credit/No Credit Option, 12
  - Incomplete, 12
  - Pass/No Pass, 12
  - Policy, 11
- Graduation Requirements, 28
- Graduation with Honors, 28
- Grants, 21
- Grievance Procedure, 25
- History:
  - Kodiak College, 3
  - University of Alaska, 4
  - Courses, 55
- Home Economics Courses, 55
- Honors List, 13
- Humanities Courses, 56
- Human Services Courses, 56
- International Students, 13
- Introduction, 3
- Japanese Courses, 56
- Justice Courses, 57
- Library, 22
- Library Skills Courses, 57
- Loans, 21
- Mathematics Courses, 57
- Military Credit, 7
- Miscellaneous Information, 23
- Mission Statement, 5
- Music Courses, 59
- Open Enrollment Policy, 13
- Payment Procedure, 18
- Paralegal Studies, 59
- Part-time Status, 6
- Philosophy Courses, 60
- Physical Education Courses, 60
- Political Science Courses, 60
- Prerequisites, 6
- Psychology Courses, 61
- Refunds, 14
- Registration
  - Procedures, 14
- Repeating Courses, 14
- Residency, 15
- Retroactive Course
  - Adjustments, 15
- Russian Courses, 61
- Scholarships, 21
- Senior Citizen Tuition, 15
- Sexual Offenses, 25
- Smoking Policy, 23
- Sociology Courses, 61
- Social Work Courses, 62
- Spanish Courses, 62
- Special Topics, 38
- Speech Courses, 63
- Staff, 64
- Student Code of Conduct, 23
- Student ID Numbers, 19
- Theater Arts Courses, 63
- Transcripts, 16
- Transfer of Credit, 7, 16
- Tuition
  - Schedule, 18
  - Deferred, 10
  - Refund, 14
- Underage Students, 19
- Veterans, 21, 25
- Vocational Skills Courses, 63
- Welding Courses, 63
- Withdrawal from College, 26
- Work Study, 26