Kenai Peninsula Community College Catalog

1974 - 1975

It is the policy of all units of the University of Alaska system 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 or sex in accordance with the laws enforced by the Dept. of HEW/OCR and OEO/DOL.

Including E.O. 11246, Titles VI, of 1964, Title IX of 1972 and Title IV, para 60-1, 60-3, 60-20 and 60-60 and the Public Service Acts where applicable.
HISTORY OF
KENAI PENINSULA COMMUNITY COLLEGE

The Peninsula Community College began as an adult education program in 1963 with 65 part-time students. It was first contracted as a Community College of the University of Alaska in 1964 with the offering of five credit classes.

In line with the University's standing philosophy of taking higher education directly to the people, KPCC acts in cooperation with the Kenai Peninsula Borough School District to offer classes over the entire Peninsula.

KPCC is one the largest Community Colleges in the University of Alaska system. Its main campus is located off the Kalifonsky road approximately four miles southwest of Soldotna. Within the next 3 months the completion of the Lower Kenai River bridge crossing is expected to bring residents of Kenai and Soldotna nearly equi-distant from the campus. Extension programs are also being carried on with the help of Local Coordinators in Homer and Seward. The Kenai Peninsula campus extends some 185 miles by road from Seward to Homer and across Kachemak Bay to Seldovia; Tyonek is also served by this college.

KPCC offers a general program of the first two years of college courses, including those leading to the associate in Arts degree and Associate of Applied Science. Academic courses also count toward earning the Bachelor of Arts degree. In addition, a number of Vocational-Technical and interest courses are taught under school district sponsorship. General counseling and advisement are also provided.

The Kenai Peninsula Community College is one of eight in the University of Alaska statewide system and, today, has an enrollment of over 700 students.
KENAI PENINSULA COMMUNITY COLLEGE

ADMINISTRATION

Clayton E. Brockel ...........................................Resident Director
Thomas H. Wagoner .............................................Vocational Coordinator
Betty England ..................................................Secretary
Aggie Clemmons ..............................................Secretary
Dee Tinjum ......................................................Bookkeeper

UNIVERSITY OF ALASKA BOARD OF REGENTS

Robert E. McFarland, President, Anchorage, 1963-1979
Edith R. Bullock, Vice President, Anchorage, 1967-1975
Vide G. Bartlett, Secretary, Fairbanks, 1971-1979
Hugh B. Fate, Jr., Treasurer, Fairbanks, 1969-1977
A. D. Robertson, Ketchikan, 1967-1975
Brian J. Brundin, Anchorage, 1969-1977

KENAI PENINSULA COMMUNITY COLLEGE

ADVISORY BOARD

Jane Cason ......................................................Homer
George Day, Chairman ........................................North Kenai
Dolly Farnsworth ................................................ Soldotna
Robert Richardson ............................................Seward
Earl Simonds ....................................................Ninilchik
Donnis Thompson .............................................North Kenai

EX-OFFICIO MEMBERS

Clayton E. Brockel, Director, Kenai Peninsula Community College.
Donald Gilman, Training Administrator, Seward Skill Center.
Dr. Lewis Haines, Provost, Southcentral Region, Anchorage, Alaska.
Walter Ward, Assistant Superintendent, Kenai Peninsula Borough School District,
Soldotna, Alaska.
COLLEGE CALENDAR
1974-1975

1974 Fall Semester
Pre-registration Aug. 21-Sept. 6
Registration Sept. 11, 12, 13
Instruction begins Sept. 16
Late registration closes Sept. 23
Thanksgiving Holiday Nov. 28, 29, 30
Last day for student-initiated withdrawals Dec. 6th
Semester exams Dec. 16-20
Last day of fall semester Dec. 20

1975 Spring Semester
Pre-Registration Jan. 3-20
Registration Jan. 22, 23, 24
Instruction begins Jan. 27
Late registration closes Feb. 3
Easter Vacation March 28, 29
Last day for student-initiated withdrawals April 18
Semester exams April 28-May 2
Last day of Spring Semester May 2
Final dead line for graduation application March 1
Commencement May 7

NOTE: The length of semesters will vary in vocational programs, for specific
dates check with college personnel.
PHILOSOPHY AND OBJECTIVES

Kenai Peninsula Community College is an educational institution dedicated to offering a comprehensive continuing education program. The institution is dedicated to serving as a center of learning and cultural endeavor for the Kenai Peninsula Area. Kenai Peninsula Community College believes each student should have the opportunity to grow as an individual within the framework of the college. Kenai Peninsula Community College provides educational opportunities to high school graduates and the general adult public.

The Institutional Objectives of Kenai Peninsula Community College can be stated as follows:

1. To help the student find his place in today's rapidly changing society.
2. To increase the students desire for knowledge, and to sharpen his methods of acquiring that knowledge.
3. To develop leadership qualities and responsibilities to allow the student to cope with the problems of today's free society.

Purpose of Kenai Peninsula Community College

1. To provide a comprehensive program of community college curricula.
2. To provide a curriculum which parallels that of the University of Alaska system.
3. To provide a program of Vocational-Technical education.
4. To provide a continuing program of Adult General Education.
5. To provide a guidance and advising program involving students, counseling and instructional staff.
6. To provide community services.

ACCREDITATION

The Academic offerings of Kenai Peninsula Community College are fully accredited by Northwest Association of Secondary and Higher Schools through its relationship with the University of Alaska.

ADMISSIONS

New students planning to enroll fulltime, (12 semester hours or more), upon initial admission, must submit an application for an admission form together with a $10 non-refundable admission fee to the Office of Admissions & Records. Students must also submit transcripts from high schools and any previous college work completed at other institutions of high learning. Any person who has a high school diploma, or who is 18 years of age or over, may be admitted.
High school students desiring to attend classes at Kenai Peninsula Community College while attending high school are required to forward a letter requesting admission from the parent and/or guardian and the principal of the high school which the student is attending.

A student whose entire college level work has been completed at any other campus within the University of Alaska Statewide System will be required to request an original transcript from that campus, together with his application to be forwarded to the Office of Admissions & Records.

Students who have previously taken academic programs or course work at off campus locations or extension centers within the Southcentral Region will not be required to forward transcripts of academic work taken at those campus locations.

Applicants who have attended other accredited institutions are eligible for admission. The University will transfer credits from such institutions, providing that the grades of courses completed are "C" or better. Transfer credits are evaluated and equated by the Office of Admissions & Records. Transfer students may be asked to provide the Admissions office with catalogs of the colleges previously attended.

The College will, at its discretion, determine whether transfer courses are adequate to cover majors not offered at the Kenai campus.

Medical examinations are not required.

ADMISSION OF PART-TIME STUDENTS - Part-time students, those enrolling for 11 credit hours or less, are subject to the academic regulations of the University. They are not considered degree candidates until regular admissions requirements are met.

ADMISSION REQUIREMENTS FOR OTHER SPECIAL PROGRAMS, VOCATIONAL-TECHNICAL PROGRAMS, CAREER ORIENTED PROGRAMS, SEMINARS, AND WORKSHOPS
Admission requirements for special courses, programs seminars, workshops, etc., are determined by the Division sponsoring such programs. Further information relating to special courses admission requirements may be obtained from the sponsoring Division.

AUDIT OF CLASSES

AUDITORS

Auditors are students who enroll for informational instruction only. They do not receive academic credit, have laboratory privileges, or submit papers for correction and grading. They must apply for admission, register formally on designated registration dates, obtain approval of class instructors and pay the required fees.
A course in which a student is registered as an auditor may not be completed for credit by examination at a later date.

FEES

Summary of Semester Charges

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<thead>
<tr>
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<th>Resident</th>
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<td>Full-Time Undergraduate Students</td>
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<td>Nonresident tuition</td>
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<td>University fee (12 through 18 credit hours)</td>
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<td>Total per Semester</td>
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</tr>
<tr>
<td>7 credit hours</td>
<td>140.00</td>
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<tr>
<td>1/2 through 6 credit hours-$20 per credit hours</td>
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<td>(12 through 15 credit hours)</td>
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<tr>
<td>(Each additional credit hours above 15-$30.00)</td>
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<td></td>
</tr>
<tr>
<td>Total per semester</td>
<td>$240.00</td>
<td>$540.00</td>
</tr>
</tbody>
</table>

Payment of Fees

At the announced time of registration each student is expected to pay all fees, student activity fees, health insurance, and deposits. In addition, any charges unpaid at the end of previous semesters are due and payable prior to re-enrollement at the college.

Students who have difficulty in meeting these charges have the alternative of requesting a deferred payment plan. The Office of Financial Aids accepts such applications. Requests for the deferred payment plan should be made in writing at least one month prior to registration. Failure to do so may delay the registration process and cause the late fee to be charged. Applications submitted on the date of enrollment will be processed on a time-available basis and students run the risk of delayed registration and resulting late fees as well as closed classes.

When fees are to be paid by other persons or agencies after the registration process is completed, students should coordinate the fee payment arrangements in advance with either the Office of Financial Aids or the Business Office.
Failure to do so may delay the registration process.

Provisions for the deferred payment plan are as follows:

1. Fifty percent or one-half of the total charges must be paid at registration time.
2. The balance is due in two equal monthly payments. These are due thirty days and sixty days following the date of registration as announced by the Registrar.
3. A processing fee of $2 for the initial contract and $2 per payment is added to the amount of the contract.
4. Delinquent payments are subject to an additional $2 charge.

Residency Requirements

Alaskan residents as well as students from Hawaii, the Yukon Territory, and the Northwest Territories are exempt from a nonresident tuition fee. Alaskan residents are defined as persons 18 years of age or older who have established residence in Alaska for at least one year prior to the date set for registration. The residence of those under 18 years of age is the residence of the parents or legal guardian as defined above.

Refund of Fees And Tuition

Refunds of the Tuition Fee, and other College Fees shall be made to withdrawing students upon completion and final processing of the appropriate forms. Refunds are made according to the following schedule:

Withdrawal prior to the sixth (6) day of instruction - 90% refund of the above fees only:
Withdrawal on or after the sixth day of instruction, but within 30 calendar days from the beginning of instruction - 50% refund.
 Withdrawal after 30 calendar days for the beginning of instruction - no refund.
Activity Fee and miscellaneous fees shall not be subject to refund.
Students withdrawing under discipline forfeit all rights to the return of any portion of their fees.
Applications for refund may be refused unless they are made during the semester in which the fees apply.
STUDENT FINANCIAL AID

GRANTS: The Education Opportunity Grant Program of the Department of Health Education and Welfare is available to students who qualify on the basis of acute need. These grants are coordinated through the University of Alaska, Anchorage.

Applications for the Basic Educational opportunity Grant may be obtained at the College Office. This grant is also under the Department of Health Education and Welfare and is also based on need.

Applications for B.I.A. Grants should be obtained through the Bureau of Indian Affairs office in Anchorage.

SCHOLARSHIPS: Scholarships available through the Kenai Peninsula Community College are as follows:

- Billikin Professional Women's Organization - Local
- Alaska Magazine - Statewide
- Women's Auxiliary - Alaska State Medical Assoc. - Statewide
- Damon Scholarship foundation - Local

Scholarships were also used this past year at Kenai Peninsula Community College from the Joyce Carver Memorial Library, Soldotna. ($500.00)

The United Cannery Workers of Lower Cook Inlet ($500.00).

National Direct Student Loan: Requires SFS or PCS to determine financial need. Loans up to $2,500.00 the first two years: loan ceilings are $10,000.00. These loans are coordinated through the University of Alaska, Anchorage.

Drew Nixon Emergency Loan Fund: Students may apply for up to $50.00 for a short term loan (30days). A fee of $1.00 is charged per loan.

Installment Contracts: Installment contracts can be negotiated for payments of semester charges in extreme cases.

College, Work-Study: Financial need is based on either SFS or PCS. This program is coordinated through the University of Alaska, Anchorage. A total of 12 students are now employed. They have been placed in our College, the Kenai Post Office, the Kenai Peninsula Borough School District.

LEEP Program: Available to persons who are employed full-time in the law enforcement program.

G.I. Bill: Forms available in the Financial Aid Office. Also, a limited number of V.A. Work-study positions available.

Alaska State Scholarship loan: Applications may be picked up in the Financial Aids Office. Loans may not exceed $2,500.00.
ACADEMIC REGULATIONS

Each student will be held responsible for the regulations of the College as they apply to him.

Advanced Placement - Kenai Peninsula Community College will grant advanced credit, with waiver of fees, on satisfactory performance in College Board Advanced Placement Tests or other national examinations declared acceptable by individual departments. Advanced placement may also be available, with waiver of fees, in some departments, through departmental placement tests given at the time of the student's enrollment.

Such credit is available to enrolled students only after the students have completed one or more semesters at the College.

In the case of the College Board Advanced Placement Tests, a grade of "3" or higher is acceptable for placement. The level of performance required on other departmentally approved tests is determined by the specific department involved.

Attendance - Regular attendance is expected in all classes. Unexcused absences may result in a student being dropped from the course with 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.

Class Standing - Class standing is determined on the basis of total credits earned.

Students are classified as:

- Freshman..........................0-19 Credits
- Sophomore..........................30-59 Credits
- Junior..............................60-94 Credits
- Senior..............................95 Credits

Transfer students will be given class standing on the basis of the number of credits accepted by the college. Special students are registered without class standing.

Study Load - Students normally may register for 18 semester hours of credit; 19-20 semester hours with the approval of the Director of the college; for 21 or more semester hours provided the student's grade point average with a full time study load for the past two semesters is at least 2.75 and he has the approval of the Director.

For the purpose of computing study loads, non-credit courses are rated the same as credit courses.

An undergraduate full-time student is one who enrolls for 12 or more semester hours of credit. Any undergraduate student who qualifies for entrance and registers for fewer than 12 credits will be classified as "part-time" regardless of his previous standing. A graduate student enrolled in 9 or more semester hours of credit or its equivalent will be classified as full-time.
Any regular student who does not follow a prescribed course of study or curriculum leading to a specific degree will be enrolled as "interim" major. A student with an interest in a specific college, but who has not selected a major from that college, will be enrolled as a "non-major" in the college.

Special students are considered "undeclared" and are not assigned class standing.

Credit-by-Examination - Application for credit-by-examination originates in the Counseling and Testing Center. Most of the examination covering specific courses at the University of Alaska are provided by the appropriate department. However, a few nationally prepared exams have been accepted for use from the College Level Examination Program (CLEP). In addition to subject examinations, general examinations are available through CLEP and cover broader academic areas.

To be eligible to request a locally prepared credit-by-examination, one must be an enrolled student at the University. One test date is designated each semester and the request must be initiated a minimum of 40 days before the date of the examination. A course in which a student has previously registered as an auditor may not be completed for credit-by-examination. The examination for a specific course is graded P (pass), F (fail) or regular letter at the discretion of the department providing the examination and is recorded as such on the permanent record.

Persons not enrolled at the College are eligible to take the CLEP examinations. These national exams are administered on a specified date each month. A transcript service is available from the Educational Testing Service.

Accepted degree applicants presenting a transcript with acceptable scores on the Approved CLEP Examinations from the Educational Testing Service will be granted credit for the appropriate course. The University of Alaska grants six semester hours of credit for each area examination of the general examinations offered through the College Level Examinations Program and credit for subject examination varies. The CLEP general and subject examinations are graded on a credit-no-credit basis and only the examinations passed with an acceptable score are recorded on the permanent record. The general and approved subject examinations are acceptable to challenge general requirements or specific courses, respectively, as directed by the academic departments concerned. A list of the approved CLEP subject examination may be obtained at the Office of the Director of Admission and the Registrar or at the Counseling Center.

Grading System - Only letter grades appear on the student's record and transcript. Attention is called to the following analysis:

A - An honor grade; indicates origination and independent work, a thorough mastery of the subject, and the satisfactory completion of more work than is regularly required.
B - Indicates outstanding ability and a performance definitely above the average.
C - Indicates a satisfactory and average response to assignments.
D - The lowest passing grade; indicates work of poor quality and does not entitle the student to the recommendation of the University.
F - Indicates failure.
CR - Credit. The Credit-No-Credit option encourages students to explore areas of interest not necessarily related to their academic major. P.E. 100 or one "free" elective may be taken under this option each semester.
The instructor will not be informed of the student's status in the course. The student will be given credit toward graduation if he performs at a level of "C" or above. If performance falls below that level, the course will not be recorded on the student's transcript. In either case, the course will not be included in any grade point calculations. If the student later changes his major and the course becomes a requirement, the course will be accepted by his new major department. The student may change from Credit-no-Credit to regular enrollment status or form regular to credit-no-credit status during the first two weeks of the semester by informing the Director of Admissions and Registrar of his desire to change status.

P - Pass, Indicates passing work and carries no grade point.
S - Satisfactory, Indicates satisfactory completion, is used only for graduate theses and carries no grade points.
I - Incomplete. Given only in cases where the student must do additional work for satisfactory completion of the course and where work already completed is grade C or better; may be given for unavoidable absence or other conditions beyond the control of the student.

The grade for work that is incomplete (I) becomes a failure (F) if the work is not completed by the end of the sixth week following the student's next registration. At the option of the instructor and head of the department offering the course, the removal of the incomplete may be postponed until the next semester in which the course is regularly given.

DF - Deferred, Indicates that the course requirements cannot be completed by the end of the semester; that credit may be withheld without penalty until the requirements of the course are met within an approved time. This designation will be used with courses such as thesis, special projects, etc. that require more than one semester to complete.

W - Withdrawn. Given when a student makes a regular withdrawal from a class. A student may, if circumstances warrant, withdraw from a class any time up to one calendar month prior to the end of the semester. A grade of "W" will be given. Student initiated withdrawals are not permitted during the last month of the semester. The grade of "W" carries no grade points and does not affect the grade point average. The procedure for dropping a class or withdrawing from the University is outlined on the next page.

Grade Points - For the computation of grade points, each credit is multiplied by a grade factor; Grade A by 4, grade B by 3, grade C by 2, grade D by 1 and grade F by 0. A grade point average 2.00 is required for good scholastic standing.

Honor Rolls - Students who earn at least a 3.5 semester grade point average for no less than 12 credit hours are listed by the Provost on the University's Honor Roll.

Change of Majors - A student desiring to change his major may do so only at the beginning of a semester, and must obtain the written consent of the heads of the departments concerned on a change of department and/or major form which may be obtained at the Office of the Director of Admissions and Registrar.
Drop/Add – A student is expected to complete the courses in which he is enrolled. He may, if circumstances warrant, withdraw without grade penalty up to one month prior to the end of the semester. Student initiated withdrawals are not permitted during the last month of the semester. Elective and non-sequence courses should be dropped first. Students wishing to add courses to their schedules may do so until the end of the late registration period. The fee for student initiated course changes is $1 per course. A Drop/Add Card must be obtained from the student's academic advisor or from the Office of the Director of Admissions and Registrar.

Probation and Academic Disqualification – At the end of any semester of attendance, a student failing to earn or maintain a grade point average of 2.00 may be placed on academic probation. Students who fail to raise their scholastic average after being placed on probation may be disqualified or, under unusual circumstance, may be permitted to continue on probation but may enroll for a maximum of two college level courses in any unit of the University providing they have their program approved by the dean of their college. If a "C" or higher average is obtained in these two courses a student may again enroll as a full-time student. If less than a "C" average is obtained in these two courses, the student may be academically disqualified. A disqualified student will not be permitted to re-enroll in academic programs administered on the Fairbanks campus or in upper division programs at Anchorage or Juneau for one or more semesters, and will be readmitted only upon his presentation of evidence indicating a high probability that he can do satisfactory college level work. The most obvious evidence is the completion of two or more college-level courses with a grade of "C" or higher at another accredited institution or another University of Alaska's programs – Community Colleges, Summer Sessions, Evening Division, etc.

Students who are academically disqualified from a baccalaureate degree program may, as high school graduates, enroll in academic programs administered by the Vice President for Public Service if admitted by the appropriate program dean or director.

Total Withdrawal from the University – A student desiring to withdraw from the university must obtain a total withdrawal form from the Office of the Director of Admissions and Registrar.

Academic Petition – Any deviation from academic requirements and regulations must be approved by academic petition. A petition form, which requires the signatures of the student's advisor, department head and dean, may be obtained from the Office of the Director of Admissions and Registrar.

Dismissal – A student may be dismissed for cause at any time by the President of the University, after appropriate review.

PRIVACY OF STUDENT RECORDS

Recognizing the need to insure the privacy of individual records, the College releases information only upon permission of students to agencies off campus.
Records are available for legitimate on-campus professional use on a need-to-know basis. Information on students is maintained by the following offices:

Director of Admissions and Registrar for academics, Counseling for professional reference, Health Services for medical history, and Office of Student Affairs for disciplinary records and extracurricular activities. Academic and personal information is released to other institutions or employers solely upon release by the student. General information only is discussed with governmental agencies conducting standard investigations.

ACADEMIC ADVISING

Due to the small size of our instructional staff, student body, and the lack of fulltime counselors, this college has implemented an advisor/advisee program. Advisors are selected with conferences between advisors and administrators. This allows each student placement under an adviser who has the greatest possibility to be in continued contact with the advisee. Each faculty member will post office hours on a semester by semester basis. To allow better coordination among students, teachers and administrative staff.

VETERANS

Kenai Peninsula Community College is approved by the veterans administration for veterans desiring to attend college under the G.I. Bill. A veteran may obtain the necessary application forms from the registrar.

THE STATE OF ALASKA HIGH SCHOOL EQUIVALENCY DIPLOMA

Adults who have not completed their high school education and who wish to earn a diploma may do so by passing the General Education Development Tests (G.E.D.).

The State of Alaska Diploma is recognized as the equivalent of a four-year high school diploma. It is acknowledged as such by business, industry, civil service commissions, the military, licensing bureaus, and many other institutions, including the Community College.

Individuals interested in taking the GED tests should contact Adult Basic Education.

THE COMMUNITY COLLEGE HIGH SCHOOL DIPLOMA

Applicants for the Community College high school diploma must be at least 19 years of age and must have been out of school for one semester or longer. Students who do not meet the above requirements but who wish to work toward their diploma should discuss their situation with Community College Personnel.
A student who successfully completes 16 high school credits, in the manner described below, is eligible to receive a high school diploma through the auspices of this Community College.

1. Complete a minimum of 16 high school credits with a distribution as follows:

<table>
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<tr>
<th>Credit</th>
<th>Subject</th>
<th>Credits</th>
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<tr>
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<td>English</td>
<td>3</td>
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<tr>
<td>1</td>
<td>Math</td>
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</tr>
<tr>
<td>1</td>
<td>Science</td>
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<td>2</td>
<td>Social Studies</td>
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<tr>
<td>8</td>
<td>Electives</td>
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</table>

2. Credit toward the High School Diploma can be earned in the following ways:
   a. Previous high school credits are accepted. An official high school transcript is required from the last school attended.
   b. High school subjects completed through USAFI or accredited correspondence programs are accepted.

CERTIFICATE PROGRAMS

Kenai Peninsula Community College offers three certificate programs for students who feel they need to prepare themselves for work in the following fields:

1. Clerical Cluster
2. Petroleum Technology

Each of these programs are offered on a yearly basis and last a total of 32 weeks.

CLERICAL CLUSTER

Each student will build their own courses of study in the clerical cluster area in conjunction with their advisor.

- Business Communications
- Typing
- Office Machines
- Business Math
- Record Keeping
- Short Hand
- I.B.M. Magcard
- I.B.M. Executive
- Secretarial Procedures
- Filing

PETROLEUM TECHNOLOGY

To receive a certificate in Petroleum Technology each student must satisfactorily complete the following courses.

- P.C. 100 Math for Petroleum Calculations 3
- P.C. 105 Petro-Chemical Science I 3
- P.C. 108 Petro-Chemical Science II 3
- P.C. 120 Basic Process Instrumentation 3
- P.C. 140 Advanced Instrumentation 3
PETROLEUM TECHNOLOGY CONTINUED

<table>
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<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>P.C. 151</td>
<td>Basic Electricity</td>
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<tr>
<td>P.C. 220</td>
<td>Surface oil Production Equipment</td>
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<tr>
<td>P.C. 245</td>
<td>Electronics</td>
<td>3</td>
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<tr>
<td>P.C. 252</td>
<td>Operation of Mechanical Devices</td>
<td>4</td>
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<tr>
<td>P.C. 260</td>
<td>Laboratory Standards</td>
<td>3</td>
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<td>P.C. 290</td>
<td>Petroleum Affairs Seminar</td>
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<tr>
<td>E.S. 101</td>
<td>Engineering Graphics</td>
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</tbody>
</table>

WATER/WASTE WATER OPERATOR

To receive a certificate in Water/Waste Water training each student must satisfactorily complete the following courses:

1. Process control Instrumentation
2. Math for W/WW Calculation
3. Basic Industry Electricity
4. Plant operations, system, State of Art
5. Applied Chemistry
6. Operation of Mechanical Equipment
7. Laboratory Standards
8. On Job training
9. Directed Laboratory Study
10. Local, State & Federal Law and regulating bodies

ASSOCIATE DEGREES

The Community College offers the Associate in Arts and the Associate in Applied Science Degrees. The student should note that while specific and general requirements are identical or quite similar for most degrees, there are numerous exceptions. These exceptions serve one or both of the following purposes:

1. The technical nature of some programs require a narrow concentration of effort in order to cover the material adequately within a two-year time span.

2. Program requirements are frequently keyed to the specification of State and Federal credential boards. Many vocational-technical licenses are predicated on the student having completed specific requirements. There is also an increasing trend to require an Associate Degree prior to licensing to technical fields. The Community College programs are designed to meet both requirements.

The regulations of the Board of Regents of the University of Alaska provide that the Associate degree be conferred on any student who satisfactorily completes the courses outlined.
With counseling and careful selection, a student will be able to select his lower division work so that it satisfies the requirements for graduation as well as transfer to a senior institution. Satisfactory completion for the purpose of receiving an Associate Degree is interpreted to mean a grade point average of 2.0 or better—"C" average.

A total of 60 credits are required for graduation.
At least 15 of these must be University of Alaska credits.
To receive an Associate Degree, a student must have been enrolled during the year preceding graduation.

PROGRAM REQUIREMENTS

Degree programs are listed in alphabetical order. Specific and General Requirements for Associate Degrees, when not specified, will be in accordance with the General Requirement listings in this section. The alphabetical listing of programs will refer back to this section when applicable.

ASSOCIATE IN ARTS DEGREE

I. General Education Requirements
   A. Specific Requirements
      1) English 6 cr
      2) Speech Communication 3 cr
   B. General Requirements
      Select three areas below. Complete six credits in each area.
      1) Humanities
      2) Social Science
      3) Natural Science
      4) Mathematics
      5) Other (Acct., Bus. Adm., H. E., M.S., P.E., etc)

II. Major Specialty
    See alphabetic listing of programs (No course used to meet the general education requirements may be used to meet the requirements of the major).

    Electives to total 60

III. A total of 60 credits required for graduation.
The Associate in Arts Degree is granted in every Division and in every Discipline within the Community College. When not otherwise specified in the alphabetical listing of Degree Programs, the requirements are as follows:

1. Complete the General Education. Requirements for the Associate in Arts Degree as listed in this section.
2. Complete 20 to 30 credits in the specific Division or Discipline. These courses are to be selected with the student’s advisor.
3. Electives to a total of 60 credits.
NOTE: No course used to meet the General Education requirements may be used to meet the requirements of the major.

ASSOCIATE IN APPLIED SCIENCE DEGREE

I. General Education Requirements
   A. Written Communication 6 credits
   B. At least six credits in any of the following areas:
      1) Humanities
      2) Social Science
      3) Natural Science
      4) Mathematics
   C. Speech Communication 3 credit

II. Major Specialty
   A. Specified courses to total at least
      See alphabetical listing of programs.

III. A minimum of 60 credits required for graduation.
   A. Electives to total 60

NOTE: No course used to meet General Education Requirements may be used to meet the requirements of the Major Specialty.

SAMPLE PROGRAM PLAN FOR ASSOCIATE IN ARTS DEGREE

1st Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communication</td>
<td>3 cr</td>
</tr>
<tr>
<td>Speech</td>
<td>3 cr</td>
</tr>
<tr>
<td>Elective</td>
<td>3 cr</td>
</tr>
<tr>
<td>Student's Major Specialty</td>
<td>3 cr</td>
</tr>
<tr>
<td>Elective</td>
<td>3 cr</td>
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<tr>
<td>Total</td>
<td>15 cr</td>
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</table>

2nd Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communication</td>
<td>3 cr</td>
</tr>
<tr>
<td>Elective</td>
<td>3 cr</td>
</tr>
<tr>
<td>Major Specialty</td>
<td>3 cr</td>
</tr>
<tr>
<td>Major Specialty</td>
<td>3 cr</td>
</tr>
<tr>
<td>Begin first 3 credit courses to satisfy Section B under general requirements.</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>15 cr</td>
</tr>
</tbody>
</table>
### 3rd Semester

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Major Specialty</td>
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</tr>
<tr>
<td>Major Specialty</td>
<td>3 cr</td>
</tr>
<tr>
<td>Major Specialty</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

Take two 3 credit courses to satisfy Section B of general requirements.

Total 15 cr

### 4th Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Specialty</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

Take three 3 credit courses to satisfy Section B general requirements.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elective</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

Total 15 cr

**TOTAL 60 cr**

**NOTE:** Some A.A. Degree Programs require more than 60 credits.

**SAMPLE PROGRAM PLAN FOR ASSOCIATE IN APPLIED SCIENCE DEGREE**

### 1st Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communication</td>
<td>3 cr</td>
</tr>
<tr>
<td>Humanities, Natural Science, Math or Social Science</td>
<td>3 cr</td>
</tr>
<tr>
<td>Speech</td>
<td>3 cr</td>
</tr>
<tr>
<td>Major Specialty</td>
<td>3 cr</td>
</tr>
<tr>
<td>Major Specialty</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

Total 15 cr

### 2nd Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Communication</td>
<td>3 cr</td>
</tr>
<tr>
<td>Humanities, Natural Science, Math or Social Science</td>
<td>3 cr</td>
</tr>
<tr>
<td>Major Specialty</td>
<td>3 cr</td>
</tr>
<tr>
<td>Major or Elective</td>
<td>3 cr</td>
</tr>
</tbody>
</table>

Total 15 cr
<table>
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<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>3rd</td>
<td>Elective</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>Major Specialty</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>Major Specialty</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>Major Specialty</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>Total</td>
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<tr>
<td>4th</td>
<td>Major Specialty</td>
<td>3 cr</td>
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<tr>
<td></td>
<td>Major Specialty</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>Major Specialty</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>3 cr</td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
<td>TOTAL</td>
<td>60 cr</td>
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</table>

NOTE: Some A.A.S. Degree Programs require more than 60 credits.

ASSOCIATE IN APPLIED SCIENCE

I. General Education Requirements
   A. Specific Requirements
      1. Written Communication 6
      2. Oral Communication 3
   B. General Requirements 6

II. Major Specialty
   Acc. 101 Elementary Accounting 3
   Acc 102 Elementary Accounting 3
   B.A. 103 Principles of Marketing 3
   S.S. 105 Intermediate Typewriting 3
   B.A. 106 Principles of Purchasing 3
   Econ. 121 Principles of Economics I 3
   Econ. 122 Principles of Economics II 3
   B.A. 151 Introduction to Business 3
   B.A. 202 Principles of Management 3
   B.A. 241 Business Law 3
   B.A. 292 Introduction to Data Processing 3

III. TOTAL CREDITS: (Elective to Total) 60
## ASSOCIATE IN APPLIED SCIENCE

### I. General Education Requirements

**A. Specific Requirements**

1. Written Communication  
2. Oral Communication

**B. General Requirements**

### II. Major Speciality

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ET 101</td>
<td>Basic Electronics: D.C. Physics</td>
<td>4</td>
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<tr>
<td>ET 102</td>
<td>Basic Electronics: A.C. Physics</td>
<td>4</td>
</tr>
<tr>
<td>ET 120</td>
<td>Vacuum Tube Parameters</td>
<td>3</td>
</tr>
<tr>
<td>ET 121</td>
<td>Introduction to Semiconductors</td>
<td>3</td>
</tr>
<tr>
<td>ET 125</td>
<td>Principles of Logic and Gating</td>
<td>3</td>
</tr>
<tr>
<td>ET 126</td>
<td>Theory and Application of Solid State Electronics</td>
<td>3</td>
</tr>
<tr>
<td>ET 159</td>
<td>Math for Electronics</td>
<td>5</td>
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<tr>
<td>Petro 120</td>
<td>Basic Industrial Instrumentation</td>
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<tr>
<td>Petro 140</td>
<td>Advanced Industrial Instrumentation</td>
<td>3</td>
</tr>
<tr>
<td>ET 200</td>
<td>Residential &amp; Commercial Wiring</td>
<td>3</td>
</tr>
<tr>
<td>ET 206</td>
<td>Electronic Industrial Instrumentation</td>
<td>3</td>
</tr>
<tr>
<td>ET 207</td>
<td>Rotating Machinery I</td>
<td>3</td>
</tr>
<tr>
<td>ET 222</td>
<td>Rotating Machinery II</td>
<td>3</td>
</tr>
<tr>
<td>ET 223</td>
<td>Electronic Systems</td>
<td>3</td>
</tr>
<tr>
<td>ET 224</td>
<td>Industrial Electronic Maintenance</td>
<td>3</td>
</tr>
<tr>
<td>ET 227</td>
<td>Electrical Generation &amp; Transmission</td>
<td>3</td>
</tr>
<tr>
<td>ET 240</td>
<td>Code &amp; Law</td>
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</tr>
</tbody>
</table>

### III. Total Credits Required for Degree

ASSOCIATE OF ARTS

<table>
<thead>
<tr>
<th>Nat. Science</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities</td>
<td>6</td>
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<tr>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits Required for Degree: 66
II. Major Speciality Natural Science
   Any combination of Biology, Chemistry, Geology and Physics.
   Minimum of 20 credits.

ASSOCIATE IN APPLIED SCIENCE

<table>
<thead>
<tr>
<th>PETROLEUM TECHNOLOGY</th>
</tr>
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<tbody>
<tr>
<td>I. General Education Requirements</td>
</tr>
<tr>
<td>Credits</td>
</tr>
<tr>
<td>A. Specific Requirements</td>
</tr>
<tr>
<td>1. Written Communication</td>
</tr>
<tr>
<td>2. Oral Communication</td>
</tr>
<tr>
<td>3. General Requirements</td>
</tr>
<tr>
<td>II. Major Speciality</td>
</tr>
<tr>
<td>A. Petroleum Technology</td>
</tr>
<tr>
<td>P.C. 105 Petro-Chemical Science I</td>
</tr>
<tr>
<td>P.C. 108 Petro-Chemical Science II</td>
</tr>
<tr>
<td>P.C. 120 Basic Process Instrumentation</td>
</tr>
<tr>
<td>P.C. 140 Advanced Instrumentation</td>
</tr>
<tr>
<td>P.C. 151 Basic Electricity</td>
</tr>
<tr>
<td>P.C. 220 Surface Oil Production Equipment</td>
</tr>
<tr>
<td>P.C. 245 Electronics</td>
</tr>
<tr>
<td>P.C. 250 Practical Distillation</td>
</tr>
<tr>
<td>P.C. 252 Operation of Mechanical Devices</td>
</tr>
<tr>
<td>P.C. 260 Laboratory Standards</td>
</tr>
<tr>
<td>P.C. 285 Offshore Oilfield Operations</td>
</tr>
<tr>
<td>P.C. 290 Petroleum Affairs Seminar</td>
</tr>
<tr>
<td>B. Mathematics</td>
</tr>
<tr>
<td>C. Engineering Science</td>
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<tr>
<td>III. Total Credits Required</td>
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</table>

ASSOCIATE IN APPLIED SCIENCE

<table>
<thead>
<tr>
<th>SECRETARIAL STUDIES</th>
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<tbody>
<tr>
<td>I. Specific Requirements</td>
</tr>
<tr>
<td>II. General Requirements</td>
</tr>
<tr>
<td>1. Acc. 101-102</td>
</tr>
<tr>
<td>2. Econ. 121</td>
</tr>
<tr>
<td>3. Speech 111</td>
</tr>
<tr>
<td>3</td>
</tr>
</tbody>
</table>

21
Three credits from the following courses:
- Econ 122 Principles of Economics II 3
- P.S. 101 Intro. to American Government 3
- B.A. 241 Business Law 3

Six Credits from the following Courses:
- S.S. 131 Comprehensive Business English 3
- Engl. 111 Methods of Written Communication 3
- Engl. 211 Advanced Composititon and Modes of Lit. 3

Three credits from the following courses:
- Soc. 101 Introduction to Sociology 3
- Psy. 101 Introduction to Psychology 3

3. Major Specialty
- S.S. 101 Beginning Shorthand 4
- S.S. 102 Intermediate Shorthand 4
- S.S. 103 Elementary Typewriting 3
- S.S. 105 Intermediate Typewriting 3
- S.S. 106 Advanced Typewriting 3
- S.S. 201 Advanced Shorthand 3
- S.S. 203 Office Machines 3
- S.S. 210 Office Procedures 3
- S.S. 231 Business Communications 3

IV Total Credits: (Electives to Total) 60

ASSOCIATE OF ARTS

I. General Education Requirements
   A. Specific Requirements
      1. English 6
      2. Speech Communication 3
   B. General Requirements 18
      Select Three Areas below. Complete six Credits in each area
      1. Humanities
      2. Natural Science
      3. Mathematics

II. Major Specialty Social Science
    Complete 20 Credits in Anthropology, Psychology, Sociology, Political Science, Economics, Geography, History and/or Education

III. Electives to Total 60
COURSE DESCRIPTION

ACCOUNTING

Acc. 101
ELEMENTARY ACCOUNTING I 3 credits
An introductory course in accounting concepts and procedures for a business. Emphasis is placed on the accounting cycle and the recording, summarizing, and interpretation of accounting data.

Acc. 102
ELEMENTARY ACCOUNTING II 3 Credits
A continuation of introductory accounting concepts and procedures with the introduction of manufacturing operations. Emphasis is placed on cost accounting and additional financial statements to be used in making management decisions. Prerequisite: Accounting 101

ANTHROPOLOGY

Anth. 101
THE STUDY OF MAN 3 Credits
Introduction of Anthropology, including the physical and cultural aspects of man.

Anth. 200
HERITAGE OF ALASKA NATIVES (Same as History 200) 3 Credits
The methodology of ethnohistory of Alaska Natives and consideration of cultural contacts, cultural breakdowns, and interaction of Natives with other people.

Anth. 202
CULTURAL ANTHROPOLOGY 3 Credits
Basic theories and current concepts of cultural anthropology regarding the social, political, and aesthetic life of primitive societies. Prerequisite: Anth 101 or permission of the instructor.

Anth. 205
PHYSICAL ANTHROPOLOGY 3 Credits
An introductory course including the behavior, genetics, classification, and evolution of man and the other primates, as well as the distribution, morphological, and physiological adaptations of modern human populations. Prerequisites: Biol. 107-108 and Anth. 101 or permission of the instructor.
COURSE DISCRIPTION

ART

Art 101 3 credits
Art 102 3 credits

BEGINNING CERAMICS
Introduction to the making and firing of clay objects. Study of clay, methods of forming decorations, glazing, and firing. Art 101-102 may be taken in reverse order.

Art 103 3 credits
Art 104 3 credits

COMMERCIAL ART DESIGN
Fundamentals of design, materials, and techniques related to advertising and illustration. Art 103-104 may be taken in reverse order.

Art 105 3 credits
Art 106 3 credits

FREEHAND DRAWING
Exploration of basic drawing principles - lines, value, form, structure, perspective, texture, pictorial design in various media from objects, figures, landscapes, pure forms. Art 105-106 may be taken in reverse order.

Art 107 3 credits
Art 108 3 credits

WATERCOLOR
Exploration of the materials of watercolor as an expressive painting medium. Concentration is on individual projects in color, value, technique, texture. Art 107-108 may be taken in reverse order.

Art 161 3 Credits
Art 162 3 credits

DESIGN AND COLOR THEORY
Fundamentals of form, color, visual perception: Principles of composition, organization, and structure. Emphasis is on two-dimensional design. Art 161-162 may be taken in reverse order.

Art 163 3 credits

THREE-DIMENSIONAL DESIGN
Course dealing with the elements of good design in three dimensional form. Series of problems related to the development of the aesthetic in three dimensions.

Art 201 3 credits
Art 202 3 credits

INTERMEDIATE CERAMICS
A continuation of basic ceramics with an emphasis on the potter’s wheel, glaze calculations, and plaster, as it relates to pottery. Art 201-202 may be taken in reverse order. Prerequisite: Art 101-102 or permission of the instructor.
COURSE DESCRIPTION

Art 203 3 credits
Art 204 3 credits

CERAMIC SCULPTURE
Use of plastic qualities of clay as a sculptural media. Wheel-thrown sculpture, coil, and slab techniques will be explored as well as architectural, three-dimensional mural design. Art 203-204 may be taken in reverse order. Prerequisite: Art 101 or permission of the instructor.

Art 205 3 credits
Art 206 3 credits

LIFE DRAWING AND COMPOSITION
Problems in drawing form life, exploring possibilities in pictorial design and composition. Emphasis on form in space using charcoal, pen, brush, and various other media. Art 205-206 may be taken in reverse order. Prerequisite: Art 106 or permission of the instructor.

Art 207 3 credits
Art 208 3 credits

BEGINNING PRINTMAKING
Exploration of the multiple as an art medium; problems in relief, woodcut, linecut, intaglio, etching, drypoint, engraving, collagraph, paper lithograph, and planograph processes. Each semester concentrates on design in two different major processes. Art 207-208 may be taken in reverse order.

Art 209 3 credits
Art 210 3 credits

BEGINNING METALCRAFT
Material processes and techniques for silver jewelry and silversmithing. Art 209-210 may be taken in reverse order. Prerequisite: Art 161 or permission of the instructor.

Art 211 3 credits
Art 212 3 credits

BEGINNING SCULPTURE
An introduction to sculpture using wood, metal, wire, plaster, clay, and plastic materials. Course designed to make the student artist aware of his materials and the tool required for the execution of sculpture. Art 211-212 may be taken in reverse order.

Art 213 3 credits
Art 214 3 credits

BEGINNING OIL PAINTING
Introduction to painting procedure. Still life, landscape, and figure studies in oil and varied media. Art 213-214 may be taken in reverse order. Prerequisites: Art 105 and 162 or permission of the instructor.
COURSE DESCRIPTION

Art 217 3 credits
PORTRAIT PAINTING
Basic principles of portrait painting, study of character, design, and composition. Use of charcoal, oil and related media. Prerequisite: Art 106 and 214 or permission of the instructor.

Art 220 3 credits
NEW ART MEDIA AND TECHNIQUES
Techniques of combining art with any subject matter to enhance and enrich these courses. Studio course combined with art history.

Art 221 3 credits
INTRODUCTORY PHOTOGRAPHY
Basic principles of photography; exploration of photography as a means of artistic expression; its relationship to other art media. Cross listed with Journ. 203

Art 222 3 credits
EXPERIMENTAL PHOTOGRAPHY
Exploration of various special effects, techniques; free experimentation with the photographic image; emphasis on creativity. Prerequisite: Art 221 or permission of the instructor.

Art 224 3 credits
Art 225 3 credits
EXPERIMENTAL IN ACRYLIC PAINTING
This course is designed to deal with the multiplicity of techniques available through the use of acrylic paint. These techniques will be explored through problems relating to transparent, opaque, textural, and sculptural nature of the medium.

Art 260 3 credits
ART APPRECIATION
A course designed for a non-art major, to stimulate thought and develop an appreciation of all the visual arts. No attempt at chronological study is planned; rather, emphasis is on how art is useful in everyday life, how it speaks, what it means.

Art 261 3 credits
Art 262 3 credits
HISTORY OF WORLD ART
Origins of art and its progressive development from the beginning to contemporary art; emphasis on change and progress. Art 261 - 262 may be taken in reverse order; however, course content is presented in a chronological sequence beginning with fall semester. Prerequisite: Sophomore standing. Term paper required each semester.
COURSE DESCRIPTION

Art 291  
SEMINAR IN INDIVIDUAL INSTRUCTION  
In conjunction with a studio class, students extend involvement in a study area. This may include learning to set up exhibitions, assisting the instructor in the laboratory situation, researching data, as well as pursuing individual art projects of the students' design. Arrangements are made with the individual instructor. Written permission must be obtained from the instructor prior to registration.

BEHAVIORAL SCIENCE

Behavioral Science 101  
FIELD OBSERVATION  
Observation experience within a series of three agencies in which an awareness of intake procedures, services provided, and follow-up will be discussed. Prerequisite: B.S. 102 or may be taken concurrently.

Behavioral Science 102  
INTRODUCTION TO BEHAVIORAL SCIENCE  
The science of man as a social animal, his social process, experience perception, and behavior with added emphasis upon motivation, learning, sensation, and personality in an attempt to construct an interaction framework in understanding and predicting human behavior.

BIOLOGY

Biology 105  
FUNDAMENTALS OF BIOLOGY  
An introductory course open to students in all curricula. Basic principles of living systems; chemical and structural bases; major metabolic mechanism; reproduction and development; genetics; evolution, and diversity; environmental relationships; and mechanisms for stability of cells, organism, and populations.

Biology 201  
MAMMALIAN AND HUMAN ANATOMY  
Mammalian and gross microanatomy, with emphasis on human structure. Dissection of cat and comparison with human. Prerequisite: Biology 105
COURSE DESCRIPTION

BUSINESS ADMINISTRATION

B.A. 103  
PRINCIPLES OF MARKETING  
The role of marketing in the economy; marketing institutions, supply and demand, determining prices, analysis of marketing costs and competition.

B.A. 106  
PRINCIPLES OF PURCHASING  
Introduction to the various phases of industrial procurement in its relation to other areas of business organization. (Prerequisite: B.A. 103)

B.A. 151  
INTRODUCTION TO BUSINESS  
Business organization, nature of major business functions, such as managements, finance, accounting, marketing, personnel administration. The opportunities and requirement for professional business careers.

B.A. 202  
PRINCIPLES OF MANAGEMENT  
Organization of management, managerial functions in operations, division of responsibility, vertical and horizontal theory, managerial leadership and personnel functions, business control and procedures, basic management problems. (Prerequisite: B.A. 101, 103 and Sophomore standing)

B.A. 241  
BUSINESS LAW I  
Survey of the legal aspects of business problems; basic principles, institutions, and administration of law in contracts, agency, employment, negotiable instruments, and personal sales.
COURSE DESCRIPTION

CHEMISTRY

Chem. 103 4 credits
Chem. 104 4 credits

CONTEMPORARY CHEMISTRY

Descriptive course in chemical science.

Chem. 105 4 credits

GENERAL CHEMISTRY

An introduction to Chemistry for science majors including atomic and molecular structure and reactivity, equations, state of matter, chemical calculations, solutions, kinetics and equilibrium. Lab is used to develop skills in using glassware and handling chemicals. Prerequisite: High school Chemistry or permission of instructor.

Chemistry 106 4 credits

GENERAL CHEMISTRY AND QUALITATIVE ANALYSIS

Follows Chemistry 105 and includes Nuclear Chemistry, Thermo Chemistry, Electro Chemistry, Chemistry of selected elements and organic Chemistry. Prerequisite: Chemistry 105 or equivalent.

COMPUTER INFORMATION SYSTEMS

CIS 101 3 credits

INTRODUCTION TO DATA PROCESSING

A beginning course covering topics in machine organization, problem formulation, programming, information flow, management, and applications of automatic data processing systems.

ECONOMICS

Econ 121 3 credits

PRINCIPLES OF ECONOMICS I

Introduction to economics; analysis and theory of national income; money and banking; public finance and taxation; economic systems.

Econ. 122 3 credits

PRINCIPLES OF ECONOMICS II

Theory of prices and markets; income distribution; contemporary problems of labor, agriculture, public utilities, international economic relations. Prerequisite: Econ 121
COURSE DESCRIPTION

EDUCATION

Ed. 111 3 credits
AUDIO-VISUAL METHODS FOR AIDS
Methods, materials, techniques, and practice utilizing projectors, language labs, bulletin boards, and recording machines.

Ed. 201 3 credits
ORIENTATION TO EDUCATION
Designed to acquaint the prospective teacher with the nature of teaching, including the scholastic, professional, and personality requirements for effective teaching. Involves laboratory time in the public schools as teacher's aid. Open to all students. Recommended for students majoring or minoring in education.

Ed. 205 4 credits
SCIENCE AND MATHEMATICS
METHODS FOR AIDES
Methods and materials, techniques and practices in teaching science and math. Special considerations in how to assist in a regular classroom situation. Practicum experience as an aide provided by assignment in local schools.

Ed. 206 4 credits
LANGUAGE ARTS AND READING
METHODS FOR AIDES
Methods and materials, techniques and practices in the learning areas of language arts and reading. Special emphasis on individual and small group techniques as they would apply to assisting a regular classroom teacher. Remedial techniques in reading are to be stressed. Practicum experience as an aide provided by assignment in local schools.

ELECTRONICS TECHNOLOGY

ET. 101 4 credits
BASIC ELECTRONICS: DC PHYSICS
Course assumes no previous knowledge of electronics and prepares the student for further study. Subjects included are: basic physics of electricity, direct current and practices, magnetism, and use of test equipment.

ET. 102 4 credits
BASIC ELECTRONICS: AC PHYSICS
Principles of alternating current, vectors, phase relationships, inductive and capacitive reactance and impedance. AC circuit analysis, series and parallel resonant circuits. Transformers, network analysis. Prerequisites: ET 101 and 108.

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COURSE DESCRIPTION

ELECTRONIC TECHNOLOGY

E.T. 200 3 credits
RESIDENTIAL AND COMMERCIAL WIRING
Blueprinting reading, layout, and techniques of wiring practices for heating, control, alarm and signaling systems.

E.T. 206 3 credits
ELECTRONIC INDUSTRIAL INSTRUMENTATION
Installation, maintenance and repair of industrial electronic process control instrumentation. Practical experience in troubleshooting, calibration and alignment.

E.T. 207 3 credits
ROTATING MACHINERY I
Theory of operation of single phase fractional horsepower motors, polyphase generators and motors, controllers and protective devices.

E.T. 222 3 credits
ROTATING MACHINERY II
Continuation of E.T. 207

E.T. 223 3 credits
ELECTRONIC SYSTEMS
Design, specification and installation of an electrical process control system by student to include elements of sensing, control, feedback and alarm systems.

E.T. 224 3 credits
INDUSTRIAL ELECTRONIC MAINTENANCE
Practical experience in repair and maintenance of industrial instrumentation units. To include Electronic, Pneumatic and Electro-pneumatic equipment.

E.T. 227 3 credits
ELECTRICAL GENERATION & TRANSMISSION
Theory of commercial and Emergency power generation, transmission and control. To include prime movers, generation sets, transformers, switchgear, and transmission equipment.

E.T. 240 3 credits
CODE & LAW
Survey of the National Electrical Code, representative Alaskan Municipal Codes, and Underwriters specifications for Electrical systems. Liability, Performance and Bid Bonding and Insurance for the Private Contractor.
COURSE DESCRIPTION

ET. 108 3 credits
MATHEMATICS FOR DC CIRCUITS
Review of arithmetic. Selected topics in algebra, trigonometry, slide rule computation, graphs, analytic geometry, waveform analysis, and decible calculations. Calculations necessary for DC theory and continued study of electronics. Prerequisites: None

ET. 109 3 credits
MATHEMATICS FOR AC CIRCUITS
Selected topics in algebra, trigonometry, slide rule computation, graphs, analytic geometry, waveform analysis, and decible calculations. Calculations necessary for AC theory and continued study of electronics. Prerequisites: ET. 101 and 108

ET. 120 3 credits
VACUUM TUBE PARAMETERS
Subjects included are: fundamentals, construction, characteristics, parameters, uses, and specifications of vacuum tubes. Prerequisites: ET. 102 and 109.

ET. 121 3 credits
INTRODUCTION TO SEMICONDUCTORS
Semiconductor diodes and transistors. Physics, construction characteristic curves, parameters, specifications, and basic applications, including laboratory work in methods of circuit analysis and circuit aspects. Prerequisites: ET. 102 and 109.

ET. 125 3 credits
PRINCIPLES OF LOGIC AND GATING
Developing basic logic circuits, including studies in adders, subtractors, binary arithmetic, Boolean algebra, logic simplification, registers, counters, and all standard gates and switches. Prerequisites: ET. 120 and 121.

ET. 126 3 credits
THEORY AND APPLICATION OF SOLID STATE ELECTRONICS
Advanced solid state theory and applications; theory and circuit analysis of field effect transistors, integrated circuits, junction transistors, diodes, and troubleshooting. Prerequisites: ET 120 and 121.
COURSE-DESCRIPTION

ENGINEERING SCIENCE

Engineering Science 101  2 credits
GRAPHICS
Orthographic projection, pictorial drawing, sketching, lettering, geometric construction. Charts, graphs and diagrams.

Engineering Science 102  2 credits
GRAPHICS
Descriptive geometry; graphic solution of three dimensional problems.

ENGLISH

Eng. 111  3 credits
METHODS OF WRITTEN COMMUNICATION
Intensive instruction in written expression, including orderly thought, clear expression, and close analysis of appropriate texts.

Eng. 201  3 credits
MASTERPIECES OF WORLD LITERATURE
To develop familiarity and interpretation of selected masterpieces up to the renaissance. Prerequisite: Eng. 111

Eng. 202  3 credits
MASTERPIECES OF WORLD LITERATURE
To develop familiarity and interpretation of selected masterpieces from the Renaissance to the Twentieth Century. Prerequisite: Eng. 111

Eng. 211  3 credits
ADVANCED COMPOSITION WITH MODES OF LITERATURE
Practice of written interpretation of fiction, drama and poetry. Prerequisite: Eng. 111

Eng. 212  3 credits
TECHNICAL REPORT WRITING
Practice in writing business correspondence, formal and informal reports. Assignments correlate with vocational writing requirements. The student should be well versed in his selected technical field before enrolling. Prerequisite: Eng. 111

Eng. 260  3 credits
SOPHOMORE WRITERS: WORKSHOP
Practices in the techniques of writing short stories, one-act plays, sketches and poetry. Prerequisite: None.
COURSE DESCRIPTION

GEOLGY

Geol. 100
ELEMENTS OF GEOLOGY
A basic course in geology, to provide information about glaciers, volcanoes, mineral resources and other topics of interest to Alaskans. A nonlaboratory introduction to the earth, its origin, sequence of events in its evolution and succession of life on it; appreciation of the modern landscape. Not acceptable toward a degree in geology or fulfilling a laboratory science requirement.

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

Geol. 112
HISTORICAL GEOLOGY
Laboratory work includes the reconstruction of geologic history of various regions through the use of geologic maps and structure sections. Prerequisite: Geology 111.

HISTORY

Hist. 10
WESTERN CIVILIZATION
The origins and major political, economic, social, and intellectual developments of western civilization to 1650.

Hist. 102
WESTERN CIVILIZATION
Major political, economic, social, and intellectual developments of western civilization since 1650.

Hist. 131
HISTORY OF THE UNITED STATES
The discovery of America to 1865; colonial period, Revolution, formation of the Constitution, western expansion, Civil War.

Hist. 132
HISTORY OF THE UNITED STATES
History of the U.S. from the Reconstruction to the present.

Hist. 200
HERITAGE OF ALASKA NATIVES (Same as Anth. 200)
The methodology of ethnohistory of Alaska Natives and consideration of cultural contacts, cultural breakdowns, and interaction of Natives with other people.
COURSE DESCRIPTION

HUMANITIES

Hum. 211  3 credits
Hum. 212  3 credits

HUMANITIES
Integrated introduction to the fundamental principles of literature, music, arts, and philosophy. Prerequisite: English 111 or equivalent, History 101-102 recommended. Sophomore standing.

MATHEMATICS

Math. 55  3 credits

ELEMENTARY ALGEBRA
A beginning course for students whose background is very weak. This course is designed to introduce the student to the basic concepts of algebra. These concepts include sets and their operation, numerals and number systems and their properties, variables, sentences-open and closed—properties of order, absolute value, linear and quadratic equations and inequalities, factors, exponents, radicals, graphs, relations, and functions.

Math 105  3 credits

INTERMEDIATE ALGEBRA
Set theory, number systems, absolute value, inequalities, linear and quadratic equations, exponents and radicals, polynomials, and functions. Covers graphing and systems of equations. Prerequisite: One year of high school algebra with a grade of C or better, or Math 55.

Math 106  6 credits

COLLEGE ALGEBRA AND TRIGONOMETRY
Review of high school algebra, determinants, matrices, topics in the theory of equations, systems of equations, inequality, curve sketching, probability, and application; plane trigonometry with emphasis on the analytical and periodic properties of trigonometric functions. Covers logarithms, binomial theorem, and mathematical induction. Prerequisite: Two years of high school algebra with a grade of C or better, or Math 105.

Math. 107  3 credits

COLLEGE ALGEBRA
Review of high school algebra, determinants, matrices, topics in the theory of equations, systems of equations, inequalities, curve sketching, probability and applications. Logarithms, binomial theorem, and mathematical induction. Prerequisite: Two years of high school algebra with a grade of C or better, or Math 105.
COURSE DESCRIPTION

Math 200  
CALCULUS  
Review of functions and analytic geometry, limits, derivatives of rational algebraic functions, curve sketching, basic integration of power functions, the definite integral, and applications of differentiation and integration. Prerequisite: Either Math 106, or Math 107 and Math 108. Math 109 is strongly recommended.

Math 201  
CALCULUS  
Differentiation and integration of exponential, logarithmic, and trigonometric functions. Parametric equations, arc length, polar coordinates, and techniques of integration. Applications of the above. Prerequisite: Math 200 or equivalent.

Math 205  
MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS  
Set theory, real number system and subsystems, informal geometry, relations and functions, modular arithmetic, bases, logic. Prerequisite: Mathematics 105 and/or placement.

MUSIC

Mus 113  
MUSIC FUNDAMENTALS  
Rudimentary work in the elements of music including introduction to the keyboard, rhythm, major and minor scales, intervals and musical terms. This course is designed for students with little or no background in music reading.

Mus 123  
INTRODUCTION TO MUSIC  
Introduction to historical-cultural aspects of music as an art form in the various stylistic eras, the leading figures of these eras, and the world they inhabited. The course also deals with the materials and structural elements out of which a musical work is fashioned. Open to all students.

Mus 124  
INTRODUCTION TO MUSIC  
Continuation of Music 123. Prerequisite: Music 123 or permission of instructor.
COURSE DESCRIPTION

PHYSICS

Physics 103  
COLLEGE PHYSICS I  
Classical mechanics and thermodynamics. Prerequisites: High school and algebra and geometry. Trigonometry useful.

Physics 104  
COLLEGE PHYSICS II  
Electricity, magnetism, optics, and an introduction to modern physics. Prerequisites: High school algebra and geometry, trigonometry or Physics 103.

Physics 105  
UNIVERSITY PHYSICS I  
Classical mechanics and thermodynamics with some calculus used. Co-requisite: Math 200

Physics 106  
UNIVERSITY PHYSICS II  
Electricity, magnetism, optics, and an introduction to modern physics with some calculus used. Prerequisites: Math 200 and Physics 105.

PSYCHOLOGY

Psychology 101  
INTRODUCTION TO PSYCHOLOGY  
Fundamentals of general psychology and human behavior.

Psychology 102  
INTRODUCTION TO PSYCHOLOGY  
A continuation of the fundamentals of the principles of general psychology. Prerequisite: Psychology 101.

SECRETARIAL STUDIES

S.S. 101  
BEGINNING SHORTHAND  
Gregg Shortland, Diamond Jubilee Series. Beginning Shorthand for secretarial students. Theory and reading practice for students who have had no training in Gregg Shorthand.
COURSE DESCRIPTION

PETROLEUM TECHNOLOGY

P.C. 105 3 credits
PETRO-CHEMICAL SCIENCE I
Survey of the Physics of measurement of phsyical quantities and interaction of physical variables necessary for an efficient understanding of the industrial processes the operation will be required to control.

P.C. 106 3 credits
PETRO-CHEMICAL SCIENCE II
Survey of chemical principles applicable to operation and maintenance of Petro-Chemical facilities.

P.C. 120 3 credits
BASIC PROCESS CONTROL INSTRUMENTATION
A survey of the application and principles of operation of the instrumentations used in the Petro-Chemical Industries. Study of the process variables measured and controlled, safety factors in instrumentation and installations and operations.

P.C. 140 3 credits
ADVANCED INSTRUMENTATION
Design and installation of pneumatic and electrical process control systems. Repair and maintenance of instruments, valves and actuators.

P.C. 151 3 credits
ELECTRICITY FOR THE PETROLEUM INDUSTRY
A.C. and D.C. distribution and control systems. Applications of AC and DC to motors, generators, lighting circuits. Operation and interpretation of electrical measuring instruments.

P.C. 220 3 credits
SURFACE OIL FIELD PRODUCTION
P.C. 220 involves a variety of units dealing with oil filed production equipment and practices. The course of crude oil from well head to refinery, the equipment employed, problems encountered, nomenclature, standard industry procedures and governmental regulations.

P.C. 245 3 credits
BASIC ELECTRONICS
Analysis of both discrete circuit blocks and functional industrial instruments composed of these blocks. Includes component nomenclature, circuit operation isolation of malfunctions and repair of electronic equipment.
COURSE DESCRIPTION

P.C. 250 3 credits
PRACTICAL DISTILLATION
Layout, design and nomenclature of refinery equipment and operations. Common refinery problems and correct operator response will be treated. Maintenance of towers, furnaces, boilers and heat exchangers and related refinery equipment.

P.C. 252 4 credits
MECHANICAL EQUIPMENT
Maintenance and operation of pumps, compressors, turbines, engines, motors, and drive components. Installation and maintenance of bearings and seals, Preventive maintenance programs. Selection of appropriate lubricants. Analysis of equipment failures.

P.C. 260 3 credits
PETROLEUM STANDARDS LABORATORY
Comprehensive laboratory experience in measuring the parameters of petroleum products. Fundamental laboratory testing of plant feed water and effluent will also be included.

P.C. 285 3 credits
OFFSHORE OPERATIONS
Survey of the history and development of offshore drilling and production facilities with particular emphasis on situations peculiar to Alaskan waters.

P.C. 290 3 credits
PETROLEUM AFFAIRS SEMINAR
P.C. 290 is made up of field trips, films and guest speakers associated with the Petroleum Industry production problems. Innovative techniques, situations unique to Arctic production efforts, environmental safeguards, political and social involvement of the Industry will be considered.

PHYSICAL EDUCATION

P.E. 100 1 credit
PHYSICAL EDUCATION ACTIVITIES AND INSTRUCTION
Instruction, practice and activity in a variety of physical activities, sports and dance.
COURSE DESCRIPTION

S.S. 102 4 credits
INTERMEDIATE SHORTHAND
Reinforces basic Gregg theory principles; emphasis upon speed dictation; transcription introduced. Prerequisite: Secretarial Studies 101 or equivalent and ability to type.

S.S. 103 3 credits
ELEMENTARY TYPEWRITING
Basic typewriting skill with emphasis on correct techniques and development of speed and accuracy. Introduction to centering, typing of personal and business letters, envelopes, simple tables and manuscripts. For people with no previous typing training.

S.S. 105 3 credits
INTERMEDIATE TYPEWRITING
Speed and accuracy development and application of typewriting skill to special letter problems, tabulation, manuscripts, and other office typing problems. Prerequisite: Secretarial Studies 103 or one year of high school typing or equivalent.

S.S. 106 3 credits
ADVANCED TYPEWRITING
Typing of business letters, legal documents and forms, statistical tabulations including financial reports, and the problem solving approach to the completion of various typing problems. Emphasis on speed and office standards. Prerequisites: Secretarial Studies 105 or equivalent and speed of 40 words a minute.

S.S. 109 1 credits
MAGNETIC CARD/SELECTRIC TYPEWRITER
Instruction and practice in the use of the IBM Magnetic card Typewriter. This machine is an electric typewriter with the capacity to record signals on magnetic cards and play back automatically at rapid speeds. Prerequisites: S.S. 105 or equivalent and speed of 45 words per minute.

S.S. 131 3 credits
COMPREHENSIVE BUSINESS ENGLISH
Develop skills in the mechanics of writing and transcribing business letters that are correct in language, grammar, punctuation, capitalization, etc. Intensive practice is given.

S.S. 201 3 credits
ADVANCED SHORTHAND
Developing speed and transcribing large quantities of new-matter dictation, graded in difficulty, and problems of transcription. Prerequisite: Secretarial Studies 102 and 106 or equivalent.
COURSE DESCRIPTION

S.S. 202 4 credits
ADVANCED DICTATION AND TRANSCRIPTION
Optimum speed, accuracy, technical applications and transcription are realized with emphasis on production of mailable copy. Comprehensive review is provided. Prerequisites: S.S. 102, 106, 201 or equivalent.

S.S. 203 3 credits
OFFICE MACHINES
Basic operation of adding and calculating machines and an overview of their use in office work. Use of duplicating machines and the IBM Executive typewriter. Prerequisite: 103 or equivalent.

S.S. 204 4 credits
CONFERENCE REPORTING
Speed maintenance. Emphasis on conference reporting, verbatim and summary transcripts, and editing techniques. Comprehensive review is provided. Prerequisite: Secretarial Studies 105, basic course in English grammar and structure, S.S. 201 or equivalent, or by permission of the instructor.

S.S. 207 3 credits
MACHINES TRANSCRIPTION
Transcription training with emphasis on mailable copies, speed of transcription, meeting deadlines, and working under pressure. Prerequisite: Secretarial Studies 105 or ability to type 45 words a minute.

S.S. 210 3 credits
OFFICE PROCEDURES
Business filing systems and records control, application of effective procedures for handling mail, telephone, meeting the public, office communications, library science, and employment procedures.

S.S. 231 3 credits
BUSINESS COMMUNICATIONS
Applies the techniques of written communications to situations that require problems solving and an understanding of human relations. Students will compose and evaluate the various kinds of communications that commonly pass between a businessman and his associates, customers, and dealers. Included will be interoffice memos, letters and reports. Prerequisite: Secretarial Studies 131. Ability to type.

S.S. 299 6 credits
OFFICE PRACTICUM
The student is placed in a business office which is related to her educational program and occupational objective for 10 hours a week with two additional hours a week in seminar with the coordinator. Prerequisite: permission of instructor.
COURSE DESCRIPTION

SOCIOLOGY

Soc. 101 3 credits
INTRODUCTION TO SOCIOLOGY
An introduction to the science of man as a social animal, emphasizing the social processes which give rise to and shape man's language, experiences, preception, meaning and behavior. An attempt is made to construct an interaction framework to be used in understanding and predicting human behavior.

Soc. 102 3 credits
INTRODUCTION TO SOCIOLOGY
Expansion of sociological concepts introduced in Sociology 101 through application to the institutions of family, economy, politics, education and religion, and major social trends. Prerequisite: Soc. 101

SPANISH

Spanish 101 5 credits
Spanish 102 5 credits
ELEMENTARY SPANISH
Designed to teach students to hear, speak, read, and write Spanish; oral practice is emphasized. Prerequisite: Spanish 101.

SPEECH

Speech 111 3 credits
FUNDAMENTALS OF ORAL COMMUNICATION
An introduction to the processes of interpersonal and group communication patterns, focusing on the affective elements of language and culture. Work is based on specific structural technique combined with creative delivery methods and the essentials of audience analysis, audience response and constructive listening.

THEATRE ARTS

Theatre 101, 201 1-3 credits
THEATRE PRACTICUM (PARTICIPATION)
Participation in workshops or lab productions as performer or technical staff member. Participation in productions required. May be repeated for a total of six credits.

Theatre 211 3 credits
INTRODUCTION TO THEATRE I
History of theatre with emphasis on dramatic form, architecture, and standard of criticism. First semester will cover Greek Drama through the Restoration.
COURSE DESCRIPTION

Special Topics 3 credits

INTRODUCTION TO THEATRE II

This course is built upon a comprehensive and basically chronological study of Western theatre from circa 1850 through the present. It deals with the various theatrical movements of the last century (realism, naturalism, expressionism, epic, etc.) including discussions of theory coupled with reading and discussion of pertinent plays. A substantial block of time is also devoted to a dissection of the various elements comprising theatre and the contributions of each. This includes an appreciation of the role of the director, actor, playwright, designer and elements of spectacle. A fitting conclusion would seem to be an in depth discussion of theatre as a profession/vocation/career.

Theatre 241 3 credits

BASIC STAGECRAFT

Materials of scene construction and painting and their use. Fall semester covers Scene Design and Stage lighting. Through analysis of plays students will learn to design sets, construct scenery, and develop lighting plots. Practical experience is also gained from crew work on College productions.

ZOLOGY

Zool. 293 3 credits

TAXIDERMY

Methods of museum taxidermy with emphasis on the preparation of mammals, birds, and fishes. Including methods of preserving reptiles and amphibian, data collecting, and measuring. Modern methods of mounting game for sportsmen.
FULL-TIME FACULTY


Noble, Patricia Anna - Secretarial Sciences. Long Beach City College A.A. 1963; California State College B.S. 1968.


Williams, John Joseph - Petroleum Technology Program.

PART-TIME FACULTY

Anderson, George
Arness, James Jr.
Arness, James Sr.
Bardarson, Dorothy
Calkins, James
Capra, Douglas
Carignan, Richard H.
Fisher, Helen
Gnad, Harold
Hall, Dr. James
Henderson, Renee
Hille, Carol
Hornaday, James C.
Houtz, Allen
Kaleva, Margaret
Kawabe, Alebert
Kawahara, Hitoshi
Keppel, Helen
Large, Lawrence
Larson, Renae T.
Lueck, Gary Allen
Lueck, Piroska B.

Lutz, Robert J.
Moore, Claramse K.
Mugrove, Gladys
Newman, Ruth
Peterson, Lance
Reinhart, Henry
Rule, Alex S.
Shaffer, Boyd
Shroer, Beth
Smith, Beryl
Smyth, Roy E.
Steffy, Ginger I.
Stringham, Guy
Tennant, Alfred
Trygstad, Paul
Varick, Victor M.
Villon, Michel
Wardell, Thomas
Wilkins, Betty
Willets, Mary
Williams, Helen
Worley, Jay
R. Dean Allen
Ray Clemons
George Day
Lawrie Gay
James Hoover
Lienn R. Jackson
Wade Lundstrom
T. K. Muier
Stan Owen
William F. Owens
Jerry Stomsvik
Bob Thomas, Chairman
J. R. Williamson

Industrial Services Inc.
Marathon Oil Company
Standard Oil of California
British Petroleum Alaska Inc.
Marathon Oil Company
Tesofo Alaska Petroleum Corp.
Union Oil Company Of California
Union Oil Company Of California
Atlantic Richfield
British Petroleum Alaska Inc.
Collier Carbon & Chemical Company
Alaska State Employment Service
Phillips Petroleum Company
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