The University of Alaska is currently restructuring its statewide system. This restructuring is aimed at administrative reductions resulting in an approximate $6.3 million savings per year. Direct programmatic impact will be minimal and relatively transparent to students, although a transition period is anticipated. Please bear with us as we organize to better serve you.

Although the catalog was prepared on the basis of the best information available at the time, all information (including the instructional calendar, admission and graduation requirements, course offerings, course descriptions, and statements of tuition and fees) is subject to change without notice or obligation. This catalog is for informational purposes only. Its contents will not be construed as a contract between Kenai Peninsula College and prospective students. The information contained herein was true and accurate at the time of submission to the printer.
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INTRODUCTION

Kenai Peninsula College encourages all adults to continue their education from high school on through the rest of their lives. Kenai Peninsula College provides students with classes and programs to meet their needs and interests.

In the tradition of community colleges throughout the United States, Kenai Peninsula College maintains an Open Admissions Policy. Anyone 18 years or older will be allowed to enroll in classes for which they can demonstrate completion of prerequisites and will be awarded any credit earned with satisfactory grades. High school students with senior standing must submit a special permission form with their registration form.

Kenai Peninsula College will meet its mission by setting goals and objectives to:

1. Maintain an open door policy which provides education at a number of levels according to the needs of the individual and the community.
2. Offer a comprehensive community college program.
3. Assure community service by making facilities and resources available to the community for other than vocational or academic programs.
4. Employ a variety of instructional methods.
5. Consign resources for management to plan, staff, equip, and develop facilities.

Kenai Peninsula College is fully accredited by the Northwest Association of Schools and Colleges. Accreditation by this Association enables the college to offer level courses and programs leading to Associate of Arts and Associate of Applied Science degrees as well as to certificates. Accreditation status insures that KPC credits can be transferred to any other accredited college in the United States.

Kenai Peninsula College has earned a reputation as a leading community college in Alaska because of its outstanding faculty and staff. The faculty's first commitment is to excellence in teaching. With an average class size of fewer than 18 students, instructors have time to spend with individual students. Caring about students is what makes Kenai Peninsula College a "people" place. (See complete faculty listing at back of catalog.)

More than 1900 students register each semester. Kenai Peninsula College is large enough to provide courses in virtually all subject areas and to offer complete student services. At the same time, it is small enough so that students always feel important - in the classroom, in the counseling office, or in registering for classes.

Kenai Peninsula College, one of the largest branch colleges in the University of Alaska system, began as an adult education program in 1963. It has since grown into a comprehensive branch college offering a variety of programs designed to meet vocational, academic, and community needs.

Located on 171 wooded acres between Kenai and Soldotna, the main campus includes a new vocational building, academic classrooms, laboratories, a library and media center, a bookstore, and a snack bar and commons area.

Kenai Peninsula College has a secondary campus in Homer, and also offers extension classes throughout the Kenai Peninsula Borough.

Kenai Peninsula College and the cities of Kenai and Soldotna are centrally located on the beautiful Kenai Peninsula and are bordered by the Kenai National Wildlife Refuge. Despite its northern latitude, the Kenai Peninsula has surprisingly mild winters and cool, comfortable summers.
The central Kenai Peninsula offers superb opportunities for outdoor recreation -- hiking well-groomed wilderness trails, canoeing the scenic Swanson River, floating and fishing the famous Kenai River, skiing miles of cross country trails, or just viewing the abundant wildlife. The College's location provides students the opportunity to take advantage of Alaska.

Students enjoy concerts, films, lectures, fine arts performances, and various entertainment brought to the area by Student Union, Sunday Showcase Theatre, Kenai Performers and Peninsula Dancers, Kenai Art Guild, and others.

History and Tradition

Young, ambitious, innovative...that is the reputation Kenai Peninsula College has earned.

Students here are encouraged to determine their own directions, their own unique goals. Modern academic programs, creative teaching concepts, and flexible scheduling accommodate students and help us meet the current needs of the Kenai Peninsula.

Our comprehensive program includes:

* Transfer courses parallel to the first two years of most university and four-year college work.
* Vocational degree and certificate programs for training in a variety of job fields.
* A wide range of continuing education and personal development courses.

A wide variety of individuals makes up the current Kenai Peninsula College student body.
- 55 percent female
- 48 percent married
- 20 percent enrolled full-time
- 13 percent participating in non-credit activities
- average age 31

This diversity is a large part of KPC's unique atmosphere.

University of Alaska

The University of Alaska dates from May 4, 1915, when the Honorable James Wickersham, delegate to Congress from Alaska, laid the cornerstone on land set aside by Congress 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 faculty and student body each numbering six, and the Honorable Charles E. Bunnell as President. Growing to a faculty of 18 and an enrollment of 150, the College became the University of Alaska by an act of the Territorial Legislature on July 1, 1935.

Today, the University of Alaska statewide system includes major university centers in Anchorage, Fairbanks, and Juneau; with branches located in Bethel, Ketchikan, Kodiak, Kotzebue, Nome, Palmer, Sitka, Soldotna, and Valdez.

Kachemak Bay Branch

Kenai Peninsula College's Kachemak Bay Branch serves as the focus of the College's programs and services in the lower Kenai Peninsula. Qualified college personnel and faculty provide their services in the building on Pioneer Avenue in downtown Homer.

The Kachemak Bay Branch program offers a full complement of academic and personal interest courses leading to an Associate of Arts, as well as selected vocational courses leading to one-year certificates in Office Occupations and Small Business Management. With an emphasis on small classes and individualized instruction, the Kachemak Bay Branch attempts to serve both recent high school graduates and adult students.

In addition, Kachemak Bay Branch also provides Adult Basic Education and G.E.D. training programs, along with a variety of student services including academic advising, financial aid assistance, and career planning. For more information contact the Kachemak Bay Branch of Kenai Peninsula College at (907) 235-7743.
COLLEGE SERVICES

The Learning Center (LC) can help students improve and expand skills needed to be successful in Kenai Peninsula College courses. The Center provides individualized instruction in developmental reading, English, and math. The Adult Basic Education/GED program is also accessed through the Learning Center.

The Media Center offers a variety of services to both teachers and students including centralized film ordering for teachers, audio-conferencing for courses, dubbing video and audio tapes, video taping, a viewing area for students, and pickup and delivery of audio-visual equipment for the classroom.

The Library has a collection of over 20,000 volumes and subscriptions to more than 200 magazines. It contains materials in such forms as pamphlets, maps, phonograph records, slides, tapes, and microfiche.

Loan Policy: All materials may be checked out for two weeks at a time with the exception of back issues of magazines which circulate for one week. Renewals may be made on any material not in demand.

Fines: Patrons will be fined $1 for each notification (by telephone or mail) of overdue materials. There is no daily fine at present. Current magazines and reference books must be used in the Library.

All materials are organized according to the Library of Congress classification system. The card catalog is divided into an author/title and subject catalog. Back issues of periodicals are maintained either on microfiche or bound.

Required textbooks and supplies may be purchased from the Kenai Peninsula College Bookstore located in the McLane Building on the Soldotna campus.

Students are urged to be aware of areas designated as "handicapped parking spaces." Spaces are designated with a distinctive blue and white logo and are reserved for the exclusive use of students with physical impairments. Authorization for use of handicapped parking spaces must be obtained from the Maintenance Office. If a vehicle is parked in a fire lane, it will be ticketed and impounded at the owner's expense.

No Smoking Areas. The College endorses the Alaska "No Smoking Law" and asks all concerned to respect the individual rights to health and personal privileges of others. Alaska State statute prohibits smoking in public buildings and classrooms. Smokers should be aware that these locations are "no smoking areas." Authorized smoking areas may be found in each building.

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

Kenai Peninsula College
College Drive and Poppy Lane
P. O. Box 848
Soldotna, Alaska 99669
(907) 262-5801
STUDENT SERVICES

For the new student, college can be a confusing maze of offices, instructions, and people. The orientation, assessment, and advisement process is designed to reduce that confusion. During orientation, the registration process is explained, locations of various offices are provided, and questions are answered. Peer advisors, counselors, and faculty will assist new students in designing their own particular college experience. Students should register in advance for orientation sessions.

Advisement

Students are encouraged to meet with faculty members for advisement when planning a program of study. Advising provides an opportunity for close faculty/student interaction, as together they establish an appropriate class schedule and academic goals. A list of faculty contacts is available from student services.

Assessment

Student assessment is available prior to and during orientation to identify appropriate math, reading, and English levels, and to pinpoint other academic areas where special attention or assistance may be helpful. From that assessment, guidance is given on programs which may help insure a student’s success.

Assessment (ASSET) testing focuses on the basic skill areas of reading, writing, and math. These tests are not graded; your score is used solely to assist you in selecting appropriate courses.

ASSET Assessment is required for:
- All students entering degree/certificate programs
- All students taking math or English courses for the first time
- All students taking courses with math or English prerequisites

ASSET Assessment is strongly recommended for all students.

Career Center

Identifying a career to pursue, selecting a school or training facility to obtain skills, locating a job after training, and settling into a new phase of life are all complicated and sometimes confusing processes which can be made easier through the use of Career Center resources.

The Career Center houses materials on colleges, technical schools, apprenticeship training, and computerized career searches. The self-directed format allows students to pursue career exploration at their own individual pace.

Counseling Services

At Kenai Peninsula College, counseling services have been developed to meet the varied needs of students and prospective students. Counselors are professionals who work with people of various ages and backgrounds; they are good listeners who want to help.

Counselors are frequently the initial college contact for people seeking information or assistance. Individual and group conferences are offered by counseling staff to help students take responsibility for their self-direction and to develop the attitudes and skills necessary for success in the academic world.

Counselors aid students with career planning, transfer coordination, pre-admission advisement, program planning, personal crisis intervention, stress reduction, and other concerns which affect successful program completion. Available both by appointment and on a walk-in basis, these services are free to enrolled and prospective students.

Students needing assistance beyond the scope provided at Kenai Peninsula College may consult with the Student Services staff for referrals to other agencies and community services.
The peer advising program is seen as a viable strategy to provide leadership and work experience for students, to relieve counselors and student services personnel of routine responsibilities, and to increase visibility of guidance and counseling services.

The program has been an effective means of expanding the outreach efforts of Student Services personnel while allowing the peer advisors, themselves, the rewarding experience of helping other students become more successful.

Peer advising is defined as a process in which non-certified, trained, and supervised individuals offer listening, support, alternatives, and verbal assistance to students.

The Student Tutor Education Program (STEP) is a strategy for students helping students. The training provides student tutors with skills for successfully working with their fellow students in an academic setting. The tutors are then available either by appointment or on a scheduled basis in the Learning Center to provide help outside the classroom in a wide range of subjects.

In order to become a tutor the student must have average or better speaking, reading, writing, and social skills. He/she must also have a "B" grade or better in any course the student wishes to tutor, and a faculty recommendation for each course tutored.

The KPC Student Union is responsible for recognizing, coordinating, and supporting student clubs and organizational activities, and for overseeing the appointment of student representatives to various college committees and boards. Students wishing to be involved in governance, curriculum, development, social activities, and college publications should contact the KPC Student Union for more information. The Student Union also promotes the educational and general welfare of students and acts as a unifying force and student voice. Students should refer to the KPC Student Handbook for details on the operation of Student Government.

The role of a community college is to encourage people of all ages to develop their skills and talents differently, each according to abilities and interests, so that collectively they contribute to the continuum of democracy. Kenai Peninsula College policies, procedures, and regulations are formulated to guarantee each student's freedom to learn and to protect the constitutional rights of others.

The concept of rights and freedoms, no matter how basic or widely accepted, carries with it corresponding responsibilities. Students, as well as other members of the college community, enjoy the same constitutional and civil rights guaranteed all citizens; at the same time, they are subject to the laws of the nation, the State of Alaska, and the local community. All members of the college community have a strong responsibility to protect and maintain an academic climate in which the freedom to learn can be enjoyed by all. To this end, certain basic regulations and policies have been developed to govern the behavior of students as members of the college community.

Violations of student conduct regulations will be handled through the Student Services Office. Violations of federal, state, and/or local laws make a student subject to civil or criminal action in addition to disciplinary action by the College. Each student is responsible for knowing the policies and regulations of the College.

Freedom of Expression: The rights of free speech and peaceable assembly are fundamental to the democratic process. The College supports the rights of students of the College community to express their views and opinions on actions or ideas, to associate freely with others, and to assemble peacefully.

Whether expressing themselves as individuals or in organized groups, members of the College community are expected to conduct themselves responsibly, according to law, and to respect the basic educational goals of the College. Accordingly, the College insists that free expression not violate the rights of others. Disruption of the educational processes and functions of the College, or violation of law, would constitute such a violation.
Freedom of Access: Within the limits of its resources, Kenai Peninsula College will be open to all applicants who are qualified according to current admission requirements. Kenai Peninsula College does not discriminate on the basis of race, creed, color, national origin, mental or physical disabilities, age, or sex, in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services, programs, and activities.

Freedom of Association: Students are free to associate to promote their common interests. They have the right, through official procedures, to establish organizations of their choosing so long as these groups are not in conflict with the educational purposes of the College. Students have the right to affiliate with officially recognized campus organizations of their choice, within the requirements of those organizations relative to membership.

Academic Rights of Students: The College has the responsibility of providing a program of quality education in keeping with its financial resources, and students have protection through clearly defined procedures against prejudiced or capricious academic evaluation. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students are responsible for the proper completion of their academic program, for familiarity with all requirements of the College schedule and catalog, and for maintaining an acceptable grade average for degree requirements.

Student Records: Student records are maintained for the benefit of the student. They are used to promote the instruction, career development, guidance, and educational progress of the students. In accordance with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended, the student has access to specific information contained in his or her official records as specified by that act. Student records may be released to other persons, agencies, or institutions with a demonstrated interest in the student only if a written release has been signed by that student. College staff will have access to student records when there is a demonstrated educational interest in the student.

Student Code of Conduct: The College considers the following code of standards and expectations as being consistent with its purpose as an educational institution. It is not a comprehensive code of conduct, but a prescription of procedures necessary for meeting practical, routine requirements of an academic community.

Disciplinary action may result from any violation of civil or criminal law while on college property, or the commission of any of the following actions:

1. Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College. (Plagiarism and cheating refer to use of unauthorized books, notes, or otherwise securing help in a test; copying tests, assignments, reports, or term papers.)

2. Forgery, alteration, or misuse of College documents, records, funds, or identification.

3. Conduct which materially or substantially disrupts the educational process of the College.

4. Physical abuse or harassment of another person, or conduct which threatens or endangers the health and safety of others.

5. Theft or malicious destruction, damage, or misuse of College or private property (including library materials).

6. Failure to comply with lawful directions of College personnel acting in performance of their duties.

7. Disorderly, lewd, indecent, or obscene conduct or behavior which interferes with the functioning of the academic community during an authorized College class, field trip, seminar, competition, meeting, or other sponsored activity on or off College property.

8. Unauthorized entry to or use of College facilities.
9. Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons on College property except as expressly authorized by campus procedures.

10. Possession, consumption, being perceptibly under the influence, or furnishing of alcoholic beverages on campus property or student organization supervised functions, except as provided by rules and procedures of Kenai Peninsula College.

11. Possession, consumption, being perceptibly under the influence, or furnishing of any narcotic or controlled substances except when use or possession is lawfully prescribed by an authorized medical doctor or dentist.

12. Unauthorized use of College funds, equipment, and supplies including falsely representing oneself as an agent of the College, incurring debts, or entering into contract on behalf of the College.

13. Failure to be responsible for financial obligations to the College, including failures to repay loans and deferred payment agreements (issuing dishonored checks to the College).

14. Violations of published College regulations, including those related to entry and use of College facilities, the rules in this section, and any other regulations which may be enacted with this document.

Disciplinary Procedures: A student, faculty member, or staff member may initiate disciplinary action against a student for violation of the campus Code of Conduct. Allegations concerning student misconduct must be in writing and signed by the complaining party.

1. The Student Services Office will receive, investigate, and notify the student in writing of allegations of misconduct. The student will be requested to meet with Student Services personnel to determine whether disciplinary action is required. Notice of the conference will be given to the student two days prior to the scheduled appointment. The student may present any explanations, defenses, and/or mitigation of his/her conduct at the time of the conference.

2. If, after this conference, the Student Services staff member recommends disciplinary action, he/she will notify the student of the findings and conclusions made as a result of the investigation, the sanctions recommended, and the option the student has to either accept the discipline recommended or request a hearing before the Student Grievance Committee.

3. If a student desires a hearing, he/she will, within five days of receipt of the notice, file a written request in the Student Services Office together with a written response and the investigation findings and conclusions. If a request is not filed within the time specified, the request for hearing will be waived.

4. The Student Grievance Committee will be convened within ten days after receipt of the student's request for hearing as set by the Student Services Office.

Sanctions: The following are disciplinary measures that may be taken by Student Services and/or the President of the University of Alaska.

1. Censure: A written warning by the administrator.
2. Disciplinary Probation: Probationary status for a specified period of time.
3. Suspension: Forbidden to attend a class or classes for the remainder of the term, but permitted to register for the following term.
4. Expulsion: Termination of student status.
5. Restitution: Reimbursement for damage to or misappropriation of property.

Summary Suspension: Summary suspension may be used to protect the school from the clear and present danger of disorder or threat to safety of students, staff, and/or property. A suspended student is not to occupy any portion of the campus. Summary suspension will be for the purpose of investigations of the event or events in which the student or students were allegedly involved.
FINANCIAL AID

Numerous sources of financial assistance are available to Kenai Peninsula College students. Financial aid is not limited to low-income individuals. Eligibility is determined by assessing each student's financial situation. The state and federal governments, University of Alaska, and many local organizations and businesses contribute funds to assist eligible students. Eligibility information, applications, and assistance are available in the Financial Aid Office.

Eligibility

To be eligible for most types of financial aid, students must:

1. Be a United States citizen or permanent resident.
2. Complete an Application for Admission and pay the $10 fee.
3. Submit the appropriate Financial Aid Application to the Financial Aid Office.
4. As appropriate, demonstrate financial need as assessed by the Financial Aid Office.
5. Enroll in at least six credits to receive federal aid, or 12 credits to receive state aid, in courses leading to a degree or certificate.
6. Maintain satisfactory academic progress.
7. Sign the Selective Service Draft Compliance statement.

Application Deadlines

Because of limited funds, financial aid applications should be submitted to the Financial Aid Office by the earliest possible date in order to receive maximum consideration.

Satisfactory Academic Progress

1. Federal and State regulations require all financial aid recipients to maintain satisfactory academic progress in their program of study. Financial aid students at KPC are required to maintain a minimum 1.5 grade point average during any one semester and maintain a cumulative 2.0 (C) grade point average.

   Students receiving State financial aid (loans or grants) must be enrolled as full-time students and complete all classes for which they enroll. Students receiving only federal aid may be enrolled as half-time, three-quarter-time, or full-time students and must complete the number of credits for which they are receiving aid.

   Student status is defined as:
   - Full-time = 12 or more credits
   - Three-quarter = 9 to 11 credits
   - Half-time = 6 to 8 credits

2. Six semesters will be allowed for completion of a degree program, and four semesters will be allowed for completion of a certificate program. An additional semester will be allowed for degree programs requiring more than 60 credits.

3. Regulations require that a student complete a minimum number of credits toward his/her degree or certificate program.

<table>
<thead>
<tr>
<th>Semesters</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total credits successfully completed</td>
<td>12</td>
<td>24</td>
<td>36</td>
<td>48</td>
<td>60</td>
<td>72</td>
<td>84</td>
</tr>
<tr>
<td>Minimum number credits toward degree</td>
<td>9</td>
<td>18</td>
<td>27</td>
<td>36</td>
<td>45</td>
<td>60</td>
<td>70</td>
</tr>
</tbody>
</table>

These minimum requirements will be adjusted for students enrolled less than full-time.
4. Only letter grades of A, B, C, D, and P (Pass) will count toward completed credits. Letter grades of F, NB, NC, W, or "I" do not count toward completed credits and therefore do not meet satisfactory academic progress requirements.

5. For those students requiring remedial work before beginning college-level courses, one academic year or 30 semester credits will be allowed.

6. Students who have previous college enrollment must have demonstrated satisfactory academic progress even if no financial aid funds were previously awarded.

There are three basic types of financial aid: grants or scholarships, loans, and part-time employment.

Grants and scholarships are gift aid, and do not usually need to be repaid. Grants are awarded on the basis of financial need. Scholarships are usually awarded for academic achievement.

PELL GRANT: The Pell Grant program provides funds to eligible undergraduate students attending postsecondary institutions at least half-time. Grants at Kenai Peninsula College range from $200 to $1650 per academic year.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG): The SEOG is limited to eligible students enrolled in six or more credits. SEOG's at Kenai Peninsula College range from $100 to $1000 per academic year.

ALASKA STATE EDUCATIONAL INCENTIVE GRANT (SEIG): The SEIG program provides grants to eligible full-time, undergraduate students within Alaska or outside of the state. The maximum grant is $1500 per year. Applications are available in the Financial Aid Office and are submitted directly to the SEIG Program Administrator, Juneau, Alaska.

BUREAU OF INDIAN AFFAIRS (BIA): The Bureau of Indian Affairs provides grants to eligible students. Applicants must be at least one-quarter Alaska Native or American Indian. For further information, contact the BIA office in Anchorage, Alaska, or an appropriate Native Association.

Students interested in scholarships should contact the Financial Aid Office for information on eligibility, applications, and deadlines.

ALASKA STATE STUDENT LOAN (ASSL): Any full-time student who is a two-year Alaska resident and has a high school diploma or equivalent may apply for an Alaska State Student Loan. Undergraduates may borrow up to $5500 per year. These loans are not need based. Applications are available in the Financial Aid Office and are submitted directly to the Student Loan Office in Juneau.

GUARANTEED STUDENT LOAN (GSL): The Guaranteed Student Loan program helps eligible students borrow directly from local lending institutions. The loans are need-based, and eligible students may borrow up to $2625 per year. The current interest rate is 8 percent. Undergraduate or graduate students enrolled at least half time may apply.

EMERGENCY LOANS: Short-term loans are available to Kenai Peninsula College students who have a modest and temporary need. A student may borrow up to $200 for a 90-day period, depending on the availability of funds.

COLLEGE WORK STUDY PROGRAM (CWSP): The College Work Study Program provides part-time jobs to students who have demonstrated financial need and wish to earn a portion of their educational expenses. Students enrolled at least half-time may apply. Job opportunities are available on and off campus.

STUDENT EMPLOYMENT PROGRAM: This is a College-funded program available to students who wish to earn a portion of their educational expenses. Jobs are on campus and students may work up to 20 hours per week. For position possibilities, students should check the "Student Jobs" board in the Commons Area near Student Services.

Types of Financial Aid

Grants

Scholarships

Loans

Employment Opportunities
Veteran Services

Kenai Peninsula College is an approved institution for the educational training of veterans.

Public law requires that all colleges approved for veterans monitor attendance and progress on all veteran students. Veterans must fulfill the following requirements:

1. Satisfactory progress. Veterans must maintain a 2.0 grade point average for the semester they are receiving benefits. Failure to do so will result in the veteran being placed on probation for the following semester. If the veteran does not have a GPA of 2.0 during the semester he/she is on probation, the College will notify the Veterans Administration. This action may result in the termination of any further educational benefits.

2. Attendance. At the end of each month, all veterans will be responsible for having individual instructors sign an attendance and progress form to assure the College that the individual is attending classes and making satisfactory progress. Failure to submit this form will result in termination of any further benefits. Forms are available in Student Services Office.

3. Add/Drop and Withdrawals. The College is responsible for promptly reporting any increase or decrease in veterans credit hours. Veteran students, therefore, must notify the Student Services Office of any changes in their scheduling to avoid overpayment. Overpayment to a veteran student could result in the holding of any further benefits until the over-payment is recovered by the Veterans Administration.

ADMISSIONS

Admissions

Students are eligible to enroll for courses at Kenai Peninsula College if they meet one of the following criteria:

1. Have earned a high school diploma or equivalent (GED Certificate),
2. Are 18 years of age or older or whose high school class has graduated, or
3. A high school student approved to participate

Admission requirements for special courses, program seminars, workshops, etc, are determined by the division sponsoring such programs. Students may obtain further information relating to special course admission requirements from the sponsoring division or Kenai Peninsula College Student Services Office.

Registration for courses does not imply formal admission to a degree or certificate program. For formal admission procedures, see page ___ of this catalog.

Testing and Placement

Entry into some degree and certificate programs require a minimum competency in mathematics, reading, and/or written composition. Before applying for these programs, students must demonstrate proficiency through placement examinations administered during orientation and throughout the semester. Students performing below a minimum level in one or more of these areas will be advised to take the equivalent preparatory course to improve performance in the deficient area. Students must have the ASSET placement results prior to registering for mathematics, reading, and/or written composition courses.

Registration

Class registration periods are listed in the current academic calendar. Students register for courses according to instructions which are published each semester in the Kenai Peninsula College course schedule. The schedule provides general information on the dates, times, locations, and procedures for registration. To earn college credit or to audit a course, students must pay fees as determined by the College Fee Schedule.

Student Records: Student records are maintained for the benefit of the student. They
are used to promote the instruction, career development, guidance, and educational progress of the students. In accordance with the Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended, the student has access to specific information contained in his or her official records as specified by that act. Student records may be released to other persons, agencies, or institutions with a demonstrated interest in the student only if a written release has been signed by that student. College staff will have access to student records when there is a demonstrated educational interest in the student.

TRANSFER STUDENT ISSUES

Transfer Credit Within the University of Alaska

University of Alaska Board of Regents Academic Policy 10.01.01 affirms the basic right of every University of Alaska student in "good standing" [i.e., one who has earned a cumulative GPA of 2.00 (C) or above at the UA institution from which the credit transfer is requested or who has qualified for probationary admission at the receiving institution] to transfer all of his/her credits from one institution within the University system to another. The basic aim of this policy is to facilitate the movement of students between institutions within the University and to insure their equitable treatment in the exercise of that right.

Course credit at the 100 and 200 levels from a University of Alaska branch college or rural education center shall be accepted for full credit (up to a maximum of 72 semester hours) by the University's baccalaureate degree-granting institutions. Of those, 34 may apply toward the University's general education requirements as further stated in regulation. Course credits transferred between branch colleges within the University shall be accepted for full credit without limitation on the number of credit hours that may be transferred.

There is no limit to the number of courses that may be accepted as transfer credits, but 15 of the final 30 credits must be earned in residence for an associate degree program. Not all courses accepted in transfer will necessarily apply to specific degree programs. Transfer students must fulfill graduation and residence requirements of the institution from which they expect to receive a degree, including specific requirements for a particular program.

Kenai Peninsula College may accept a maximum of 45 transfer credits completed satisfactorily at a degree granting institution accredited or accepted for candidacy by one of the six regional associations recognized by the Council on Postsecondary Accreditation. Courses completed from non-accredited institutions will be examined on an individual basis through the petition process.

In evaluating courses for KPC program requirements, the College will consider the nature, content, and contact hours of the completed courses. Full credit will be granted for courses which are determined to be comparable in nature, content, and context to those offered by KPC and which have been completed with a grade of "C" or better. Transfer students may be required to provide materials such as course descriptions, syllabi, papers, and examinations to assure proper evaluation.

More than 40 academic courses are available through correspondence study. Contact the Student Services Office for further information and catalogs.

Military Credit

Credit may also be granted for formal service schooling, as recommended in the guide prepared by the American Council on Education for the evaluation of military service schooling. Credit is granted for the successful completion of DANTES courses, as recommended by the American Council on Education.
No more than 45 credits may be granted to any one student. The credit may only be applied toward a degree if earned in a formal service school and in accordance with criteria established by the Kenai Peninsula College department responsible for the degree or certificate.

Foreign Students

The following conditions must be met by all international students applying to KPC and requesting an I-20 issuance for F-1 type visas:

1. Application for admission completed and admission fee paid.
2. Submittal of an official test score of 500 or better on the TOEFL (Test of English as a Foreign Language).
3. Statement of financial support for the anticipated period of study at KPC. Students must show evidence of ability to finance a return trip to their own country of origin.
5. Full-time enrollment at KPC (12 credits each semester).

For tuition purposes, a foreign student on a F-1 student visa must pay non-resident tuition. A foreign student on a permanent visa can qualify for resident tuition if all other admission and residency requirements are met.

ACADEMIC REGULATIONS

Academic Petition

Any deviation from academic requirements or regulations must be approved by academic petition. Petitions will only be accepted for:

1. Waiving specific degree or program requirements.
2. Substitutions for required courses.
3. Permanent record changes allowed: name, grade changes as outlined in the College change of grade policy, and erroneous entries.

Academic petitions are to be routed through a faculty advisor, division chair of the subject area where the course is being petitioned, and the dean or director.

Petition forms are obtained from the Student Services Office

Access to Student Records

Under the Family Educational Rights and Privacy Act of 1974, students are entitled to review their records. Except for directory information, no personally identifiable information will be disclosed to agencies off-campus without written permission of the student. Records are made available for legitimate on-campus professional use on a need-to-know basis.

A variety of student records are maintained by the College and are available to students upon request. Admission and academic records are located in the Office of Admissions and Records, and financial records are located in the Financial Aid and Business Offices.

Reviewing And Expunging Student Records

1. The College does not maintain any student record not listed above.
2. Student records are destroyed when they appear to be of no potential further use.
3. Records will be expunged, corrected, or clarified as required if they are either incorrect or misleading.
4. A record or portion thereof may be expunged upon legitimate request of the
affected student if the official responsible for maintaining the record determines that it would be proper to do so.

1. Students have the right to a list of their educational records.
2. Students have the right to inspect and review the content of their records. Transcripts are $2.
3. Students have the right to obtain copies of their educational records at cost. Transcripts are $2.
4. Students have the right to a hearing to challenge the content of their educational records. (See Student Handbook for details.)

After registration, students may add a course during the first two weeks of the semester by submitting an Add/Drop form and paying the appropriate fees. Students may not add a course two weeks after it has started. The add period is prorated for less-than-semester length courses.

Kenai Peninsula College grants advanced credit, with waiver of fees, for satisfactory performance (a grade of "3" or higher) in the College Board Advanced Placement Tests. These tests are normally completed by students during their senior year in high school.

A student desiring CEEB Advanced Placement credit must request that an official report of scores on the examination be sent to the Admissions and Records Office. Upon enrollment, the student will be awarded appropriate credit. A student may receive credit for more than one Advanced Placement examination.

NOTE: Credit is only granted to those students officially in degree or certificate programs.

If a student wishes to enroll in one or more courses for informational instruction only, he/she may register as an auditor. An auditor does not receive academic credit or have laboratory privileges, and may not submit papers for grades and correction. Audited credit is not included in the computation of the study load for a full-time/part-time determination or for overload status. No credit is posted to a student's transcript for audited courses. Auditors must pay full fees. A student may change a course registration from Audit to Credit or from Credit to Audit during the first two weeks of the semester only.

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

Grades other than "Incompletes" submitted by the faculty are assumed to be final grades. A grade may not be changed unless a legitimate error has been made on the part of the instructor in calculating the grade. Corrections of grading errors must be made within 45 days after the original grades were submitted. Requests for changes after this date must be approved by academic petitions.

Grades cannot be changed to Audit since the "AU" designation is a registration status.

Grades cannot be changed to No Credit since the "NC" designation is a registration status.

Incompletes, "I" grades, are submitted for work not completed by the student. Work must be completed and the change submitted within one year from the time the "I" was awarded if the "I" is to be changed to a letter grade on the permanent record. If the "I" is not removed during the one-year period, it will remain as an incomplete on the student's permanent record.

Incompletes may be changed to letter grades -- A, B, C, D, F, P. They cannot be changed to W.
Change of Name Policy

A student may request a name change on his/her academic records by reporting the change to the Data Management Clerk. The student should provide reasonable proof of the change if requested to do so.

Class Attendance Regulations

The responsibility for class attendance is placed on the individual student. A student must recognize the vital aspects of class attendance and the fact that the value of the academic experience cannot be fully measured by testing procedures alone. A student must appreciate the necessity and privilege of regular class attendance, accept this personal responsibility, and accept the consequences of failure to attend class.

A faculty member is requested to notify a counselor when a student is not attending a course so that an attempt may be made to notify the student; however, there is no duty on the part of the faculty member to do so. In addition, faculty members may require attendance, and attendance may be reflected in the final grade.

Class Standing

Class standing is determined on the basis of total credits earned. Students are classified as:

- Freshmen: 0-29 credits
- Sophomore: 30-60 credits

Transfer students will be given class standing on the basis of the number of credits accepted by Kenai Peninsula College.

Course Numbering System

- 001-049: Community interest, pre-college level, or developmental courses; Associate credit not allowed.
- 050-099: Credit earned in courses at this level are considered developmental courses and will not be applied toward a degree or certificate. These courses are generally not transferable.
- 100-199: Undergraduate courses normally taken in the first year.
- 200-299: Undergraduate courses normally taken in the second year.
- 279: Special topics courses at the pre-college or developmental level.
- 279: Seminars
- 279: Special topics courses, officially approved courses only, during one academic year. Course description, outline, and bibliography required.
- 279: Special topics trial course. Officially approved special topics course which will be changed to a regular course and given a catalog number if it proves successful after being offered twice.
- 279: Independent Study courses
- 279: Individual Research
- 279: Thesis, Practicum
- 279, 279, 279, 279: Courses bearing these numbers may be repeated for credit provided the course content differs.

Section Numbers

- 100: Day classes 8 a.m. to 4 p.m.
- 200: Late afternoon and evening classes 4 p.m. to 10 p.m.
- 300: Outreach classes
- 400: Practicum and Independent Study
- 500: Weekend classes
- 600: Learning Center classes

Dean's List

Kenai Peninsula College recognizes students who maintain high academic standards by bestowing Dean's List honors on a semester basis.

Full-time students (12 or more credits) may qualify for Dean's List honors by maintaining a grade point average of at least 3.5. No more than three credits earned on a Pass/Fail basis may be applied in calculating the semester's grade point average.
Kenai Peninsula College designates the following student information as public or “Directory Information.” Such information may be disclosed by the College for other than commercial use, at its discretion:

Name, address, telephone number, dates of attendance, classes taken, previous institution(s) attended, major field of study, awards, honor(s) (includes Dean's list), degree(s) conferred including dates, past and present participation in officially recognized sports and activities, physical factors, date and place of birth.

Currently enrolled students may withhold disclosure of directory information under the Family Educational Rights and Privacy Act of 1974, as amended. To withhold disclosure, written notification must be received by the Admissions Office prior to the third week of the semester, at P. O. Box 848, Soldotna, Alaska 99669. If written notification is not received, Kenai Peninsula College assumes the individual's approval for disclosure.

An undergraduate student enrolled for 12 or more semester hours of credit will be classified as full-time. During the summer semester, six credit hours is considered a full-time program.

Your grade point average (GPA) is determined by:

1. Multiplying the number of credit hours of a course by the number of grade points received for that course, and
2. Adding the grade points for all letter-graded courses and dividing by the total number of credit hours.

All grades (original and any repeated courses) will be shown on the transcript. Only the last grade achieved for a course will be computed in the grade point average for graduation certification.

The grade for a course is based on the quality of a student's classroom and written work throughout the semester. It is not based on the final examination alone. A grade report for each student is mailed at the end of each semester.

A An honor grade; indicates originality and independent work, a superior mastery of the subject.

B Very good level of performance. Better than average.

C A satisfactory or average level of performance.

D The lowest passing grade; indicates work below average quality and performance.

F Failure. Will count in the grade point average. Must be repeated with a satisfactory grade to receive credit toward graduation.

I Incomplete. Indicates additional work must be performed for satisfactory completion of the course; may be given for unavoidable absence or other conditions beyond the control of the student where work already completed is a grade C or better. Instructors must complete necessary forms for incompletes and grade changes. The grade for work that is incomplete must be made up within one academic year or the incomplete becomes a permanent grade.

DF Deferred - for limited use only in courses requiring students to work beyond the normal semester. There is no implied delinquency to the student, and a change to a permanent grade must be made when the extended period beyond the semester has elapsed.

NB No Basis. No credit given. Insufficient student progress and/or attendance for evaluation to occur.

## Directory Information

## Full-time/Part-time Status

## Grade Point Average Computation

## Grading System
Independent Study Courses

Independent Study courses imply individual research/study on the part of the student, with general direction from the instructor. Independent Study courses are designated by "-97" and are available to degree- or certificate-seeking students under the following conditions:

1. For students to pursue a special area not covered under the Kenai Peninsula College catalog.
2. As a substitute for a degree requirement when that course is not offered due to low enrollment.

Arrangements for, and approval of, all Independent Study courses must be made between the student and the instructor with the approval of a dean or director. Tuition for Independent Study credits are $50 per credit. If an Independent Study is needed because of a rescheduling problem created by Kenai Peninsula College, up to $20 per credit may be waived.

Instructor Responsibilities

Students in each course at Kenai Peninsula College will be given a written course outline and a list of expectations which will include the following:

1. A general statement about the course and what will be covered.
2. Instructors' expectations as far as participation and attendance are concerned.
3. An outline of written work that will be required.
4. Evaluation techniques that will be used.
5. Explanation of the grading policy in writing; the grading policy should not be changed during the semester. A copy of each faculty member's policy will be maintained in the administration offices.
6. When and how an instructor can be reached for assistance (office hours).
7. Bibliography and other resource materials available.

Non-Traditional Credit

College Level Examination Program (CLEP)

1. Credit for the CLEP General Examination will be awarded only to currently enrolled students or to those students who have previously taken courses at the University of Alaska system which resulted in the establishment of an official record at the Office of Admissions and Records.

2. Credit for CLEP General Examinations is awarded according to the following:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits for 500 Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH</td>
<td>3</td>
</tr>
<tr>
<td>(Essay exam equal to ENGL 111)</td>
<td></td>
</tr>
<tr>
<td>MATH</td>
<td>3</td>
</tr>
<tr>
<td>NATURAL SCIENCE</td>
<td>6</td>
</tr>
</tbody>
</table>
3. A course challenged for credit must not duplicate a course for which credit has already been granted.

4. Credit may be awarded for specific CLEP Subject Examinations upon approval of the appropriate department.

5. Minimum passing scores of CLEP Subject Examinations are those minimums recommended by current CLEP Scores Interpretation and Use Manual, which are based on national norms, and the approval of the appropriate department. Depending on the subject, these norms vary from 46-51. In the case of courses which include essay type assessment, the appropriate department will determine a passing grade based on the CLEP score plus the CLEP essay.

6. Examinations may not be repeated earlier than one year.

7. Credits earned by CLEP Subject Examinations are considered non-resident credit.

8. Credits earned by examination are not awarded grade points.

Any student who is currently admitted to a degree or certificate program at Kenai Peninsula College may challenge courses under the following provisions:

1. Satisfactory completion and submittal of the "Application to Challenge Course" form is the sole responsibility of the student requesting a challenge exam. The student must provide the necessary information and obtain required signatures in the order listed on the application.

2. Challenge examinations will be approved and administered by full-time instructors. In those cases where full-time faculty members are not available in the discipline, the student will contact the Division Chairperson to make arrangements for a challenge (or "credit by examination") test.

3. Only courses at the 100-level or above may be challenged. Those courses numbered 193, 194, 293, 294, or courses that are lab sciences or practica cannot be challenged. English 211, 212, and 213 are not challengeable.

4. Students who audit a class will not be allowed to challenge that same class until the subsequent academic year.

5. Students who undertake the challenge process to receive credit must achieve a grade of "C" or better, as determined by the instructor's current course syllabus and by the instructor administering the examination.

6. Student transcripts will reflect a "CR" for the course. No grade points are awarded.

7. When the grade for challenge is submitted to the Data Management Clerk, all required materials such as term papers, tests, and other assignments required for the challenge must be attached to the "Application to Challenge Courses" form. This information will become a permanent part of the student's records.

8. If the instructor finds the student has not achieved a passing grade as defined in number six (above), the Data Management Clerk will be so informed. Any student who does not successfully complete a challenge will not be allowed to re-challenge that same course.

9. Credit by examination is considered non-resident credit.

Many of Kenai Peninsula College's courses list prerequisites that are highly recommended prior to enrollment in that specific course. It is a student's responsibility to review each course he/she registers for and adhere to the prerequisites set forth in Kenai Peninsula College's catalog and course schedule. These prerequisites have been established as a guideline to help a student successfully complete his/her selected program.
Registration Status Options

AU Audit indicates that a student has enrolled for information instruction only. No academic credit is awarded. AU is student initiated and cannot be issued by the instructor.

CR/NC Indicates credits given under the Credit/No Credit option and carries no grade point. The Credit/No Credit option encourages students to explore areas of interest not necessarily related to their academic major. One "free" elective may be taken under this option each semester. The student will be given credit toward graduation if he/she performs at a level of "C" or above. If performance falls below that level, the course will not be recorded on the student's transcripts. In either case, the course will not be included in any grade point calculations. If the student later changes his/her major and the course becomes a requirement, the course will be accepted by his/her new major department. The student may change from Credit/No Credit status during the first two weeks of the semester by informing the Data Management Clerk of his/her desire to change status. Status change must be student initiated, and cannot be issued by the instructor.

Study Load

Students normally may register for up to 18 semester hours of credit (nine semester hours in the summer semester). If a student wishes to enroll for more than 18 hours each semester (more than nine hours in the summer semester) he/she must submit an approved Overload Petition signed by an administrator during registration.

A student must have a grade point average of 2.75 and be of sophomore standing to be eligible for an overload. For study loads which include non-credit courses, the credit evaluation is based upon credit courses only.

Transcripts

An official transcript is available for a $2 charge upon written request using the Transcript Request Form. Students may pick up this form from the Data Management Clerk or Student Services. Official transcripts of credit earned at other institutions, high school transcripts, and other supporting documents which have been presented for admission or evaluation of credit become the property of Kenai Peninsula College and are not re-issued or copied for distribution.

Use of Social Security Number

As a convenience to students, Kenai Peninsula College uses Social Security Numbers as student identification. State and federal laws mandate that students are not required to supply their Social Security Number. If a student prefers not to use his/her Social Security Number, the College will assign an identification number. The student is then responsible for that number and using it in lieu of a Social Security Number.

Withdrawal from a Course

Students are expected to complete the courses in which they have enrolled. A student may, if circumstances warrant, withdraw from one or more courses by completing an Add/Drop form.

1. Courses dropped in the first two weeks of the semester will not appear on a student's record.
2. Courses dropped between the second and eighth week will appear on a student's record with a grade of "W".
3. If a student fails to withdraw formally from a course, he/she may receive an "F" on his/her permanent record.
4. Students may not withdraw from a course after the eighth week of the semester.

Withdrawals are subject to all Add/Drop and late fees. A student wishing to withdraw from all courses should follow the procedure for "Withdrawal from the College".

Withdrawal from the College

Withdrawal from Kenai Peninsula College is the official discontinuance of attendance prior to the end of a semester or session. Students withdrawing from courses must process a withdrawal notice through Student Services.

Withdrawal will appear on the student's permanent record as the letter "W", but will be entered without prejudice (having no effect on the student's GPA or any reference to the students' standing in the class).
Students withdrawing from the College are not charged Add/Drop fees. However, all fines and money due the College must be paid. The official withdrawal is complete when student has obtained clearance of all debts.

TUITION AND FEES

Alaska residents, as well as students from the Yukon and Northwest Territories, are exempt from non-resident tuition. For the purpose of tuition payment, KPC defines an Alaska resident as a person who has been physically present in the state for 12 consecutive months (excepting only vacations or other absence for temporary purpose with the intent to return) and who declares the intention to remain in Alaska indefinitely.

An unemancipated person under the age of 18 whose parent or guardian qualifies as an Alaska resident as defined above, will also be considered a resident. Members of the military on active duty and their dependents will be exempt from the payment of non-resident tuition.

Any person who, within the last year, has declared themselves a resident of another state, voted in another state, paid resident tuition in another state, or performed any other act inconsistent with Alaska residency, will be considered a non-resident for the purpose of tuition payment.

<table>
<thead>
<tr>
<th>Under-Graduate</th>
<th>Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 or more</td>
<td>360</td>
<td>900</td>
</tr>
<tr>
<td>11 hours</td>
<td>330</td>
<td>825</td>
</tr>
<tr>
<td>10 hours</td>
<td>300</td>
<td>750</td>
</tr>
<tr>
<td>9 hours</td>
<td>270</td>
<td>675</td>
</tr>
<tr>
<td>8 hours</td>
<td>240</td>
<td>600</td>
</tr>
<tr>
<td>7 hours</td>
<td>210</td>
<td>525</td>
</tr>
<tr>
<td>6 hours</td>
<td>180</td>
<td>450</td>
</tr>
<tr>
<td>5 hours</td>
<td>150</td>
<td>375</td>
</tr>
<tr>
<td>4 hours</td>
<td>120</td>
<td>300</td>
</tr>
<tr>
<td>3 hours</td>
<td>90</td>
<td>225</td>
</tr>
<tr>
<td>2 hours</td>
<td>60</td>
<td>150</td>
</tr>
<tr>
<td>1 hour</td>
<td>30</td>
<td>75</td>
</tr>
</tbody>
</table>

Resident students enrolling in 11 credits or less will pay $30 per credit for undergraduate courses. Students enrolling in 12 or more credits will pay the consolidated fee of $360.

Tuition and Fees

Credit Charges and Consolidated Tuition

<table>
<thead>
<tr>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Activity Fee:</td>
</tr>
<tr>
<td>12 credits and over per semester</td>
</tr>
<tr>
<td>1-11 credits $1.50/credit up to</td>
</tr>
<tr>
<td>Late Registration Fee:</td>
</tr>
<tr>
<td>Add/Drop Fee (per transaction)</td>
</tr>
<tr>
<td>Credit-by-Examination Fee (per credit hour)</td>
</tr>
<tr>
<td>Independent Study (per credit)</td>
</tr>
<tr>
<td>Admission Fee (per degree or certificate)</td>
</tr>
</tbody>
</table>

NOTE: Courses which require the use of special materials, supplies, or services may have a materials/use fee in addition to the normal credit hour charge.
Fee Explanation

All fees are approved by the Board of Regents of the University of Alaska Statewide System of Higher Education. The University reserves the right to change or add to its fee assessment and refund policies at any time. Fee assessments are subject to audit and correction, and any adjustments will be made within forty days following the close of late registration or after any change in the student's schedule. Students will be notified by mail of any adjustment.

Add/Drop Fee

A fee of $2 will be paid for each transaction after the start of late registration. This fee will not be charged when changes are necessitated by cancellation or rescheduling of courses by Kenai Peninsula College.

Admission Application Fee

Students pay an application fee of $10 when submitting an admission form to Kenai Peninsula College. This is a processing fee and is nonrefundable.

Audit Fees

Fees are the same as for those enrolled for credit.

Credit-by-Examination Fee

A fee of $5 per credit hour will be charged for credit by examination. Students must complete all application materials.

Laboratory or Material Fees

In addition to the standard course tuition fees, laboratory or material fees may be charged for some courses. These charges are listed in the course schedules.

Late Registration Fee

There is a specified cut-off date for registration each semester. If students register after that date, they pay a late registration fee of $5. This fee is refundable only if all classes for which they registered are cancelled. Refer to the semester course schedule for specified cut-off registration dates for each semester.

Non-Credit Course Fees

Classes numbered 001-049 are non-credit. They do not meet degree requirements and they may have fees other than the regular tuition. Such fees follow the course title in the semester schedule of classes.

Financial Obligations

Kenai Peninsula College reserves the right to withhold transcripts, diplomas, or final grade reports from students if they have not paid all financial obligations. If a student is delinquent in payment of any amount due the College, his/her registration for succeeding semesters may be withheld. Registration may be cancelled at any time for failure to meet financial obligations. The registration process is not complete until all tuition and fees due the College have been paid.

Payment of Tuition and Fees

At the announced time of registration, students are expected to pay all charges due for the entire semester. In addition, any charges unpaid at the end of previous semesters are due and payable prior to re-enrollment at the College. If a student has difficulty in meeting the current semester charges and has a good credit record at the College, he/she has the alternative of requesting a deferred payment plan. The request should be made in writing prior to the registration process.

Deferred Payment of Tuition

Provisions for the deferred payment plan are as follows:

1. Fifty percent of tuition and all fees (lab fees, student activity fee, loan fees, etc.) must be paid at registration.

2. The balance is due in two equal monthly payments. These payments are due 30 days and 60 days following the date of registration as announced, or at the end date of the course, whichever comes first.
3. A processing fee of $2 for the initial contract service must be paid at the time of registration.

When fees are to be paid by other persons or agencies after the registration process is completed, the student should coordinate the payment arrangement in advance with the Business Office.

Students must officially drop or withdraw from their courses in order to qualify for a tuition refund. Refunds are issued based on the schedule below. Refunds, requests, and/or questions should be directed to Kenai Peninsula College's Business Office.

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before first class meeting</td>
<td>100% tuition and fees</td>
</tr>
<tr>
<td>First week of classes</td>
<td>90% tuition only</td>
</tr>
<tr>
<td>Second week of classes</td>
<td>50% tuition only</td>
</tr>
<tr>
<td>After second week of classes</td>
<td>No Refund</td>
</tr>
</tbody>
</table>

Students who do not officially withdraw from a course may have an "F" recorded as their final grade.

For courses that are three days or less in length, full refund will be given only if the withdrawal is completed prior to the first scheduled class session. No refunds will be made for withdrawals after the start of the seminar or short course.

For courses which are one week or longer in duration, students will receive a full refund by dropping the course prior to the first class meeting. Students will receive a fifty percent refund if they drop a course prior to the end of the first half of that course.

Alaska residents 60 years or older may enroll in any course offered by Kenai Peninsula College for which they are properly qualified and for which space is available without course credit hour charges. Lab fees, other special fees, and non-credit fees are not included in the waiver. All applicants for Senior Citizen Waiver must complete a "Tuition Waiver Request" form which is available through the Bookstore. No late registration fees will be charged to senior citizens regardless of the number of credits in which a senior citizen may enroll other than the normal academic limit.

To Qualify: Applicant must be a resident of the State of Alaska for one year and must be 60 years of age or older. Consideration will be given to disability retirees.

1. Complete Kenai Peninsula College Senior Citizen Status form.
2. Obtain Kenai Peninsula College Gold Card from the Business Office.

To Attend Community College Events:

The Gold Card allows free admission to activities and events. There may be charges for supplies or services from time to time.
Certificate Program General Requirements

Certificate programs are designed to meet the needs of students who wish to attain high levels of proficiency in specific occupational skills. Programs vary in length and course requirements, and can enhance employment opportunities of persons not in a position to undertake the two-year degree program or seeking specialized training.

Kenai Peninsula College certificate programs should not be confused with individual certificates awarded for completion of certain courses. Certificate programs of 15 or more credits are transcripted on the student's permanent educational record.

Certificate Residency Requirement

When completing the last half of a certificate program, students must earn 50 percent of their credits in residence (e.g. for a 30 credit hour certificate, at least 8 of the last 15 credit hours must be earned in residence). Credit-by-exam does not qualify as residence credit.

Grade Point Average

A minimum grade point average (GPA) of 2.0 (C) is required to complete a certificate program. All grades (original and repeated courses) will be shown in the transcripts, but only the last grade achieved in a course will be computed in the grade point average. For programs graded entirely or partly Pass/Fail, all requirements must have been completed with a "P".

A student may earn more than one certificate provided all course requirements for the additional program(s) are completed.

Associate Degree Program General Requirements

An Associate degree is awarded upon successful completion of a prescribed program which requires a minimum of 60 credit hours. For many people, this degree is the most advanced formal education experience. For others, it is the first undergraduate degree and a stepping stone to another program.

To be formally admitted to a degree or certificate program, students must complete the following steps:

1. Submit a completed Application for Admission form and a $10 processing fee to the Bookstore.

2. Arrange to have official transcripts from all other colleges and universities student previously attended sent to the Kenai Peninsula College Data Management Clerk.

When a file is complete, it will be reviewed for admission and the student will be notified of his/her status.

A limit of 45 transfer credits from accredited institutions is accepted; however, each student earning a degree from Kenai Peninsula College must meet the following requirements:
1. At least 15 semester hours of the final 30 semester hours for any Associate degree must be resident credit. Resident credit is defined as credit earned at any University of Alaska site.

2. A maximum of 45 semester hours of credit completed by correspondence (and/or USAFI/DANTES) is accepted toward an Associate degree.

3. A maximum of 45 semester credits for formal military service schools (including basic training) is allowed toward an Associate degree. (See section on Military Credit for credits awarded.)

APPLIED STUDIES

Accounting
Business Administration
Computer Information Systems
Corrections
Early Childhood Development
Education
Electronics
Emergency Medical Technician
Fisheries
Home Economics
Law Science
Mechanical Technology
Meteorology
Military Science
Nursing Science
Office Occupations
Other
Physical Education
Petroleum Technology
Police Administration
Secretarial Science
Welding Technology

HUMANITIES

Art
Alaskan Native Languages
English
Foreign Language
Humanities
Journalism
Linguistics
Literature
Music
Philosophy
Public Communication
Speech
Theatre
History*
Religion

MATHEMATICS AND LOGIC

All mathematics courses
All statistics courses
PHIL 204 limited to Logic only

NATURAL SCIENCES

Biology
Biological Sciences
Chemistry
Physical Geography (201, 209)
Geology
Physics
Physical Anthropology
Physical Sciences
SOCIAL SCIENCES

Anthropology
History*
Economics
Geography (Excluding 201, 209)
Guidance
Psychology
Sociology
Political Science
Behavioral Science

* Can be used under either category but not both

Graduation Requirements

The following requirements have been established by the University of Alaska Statewide System for students completing Associate degrees.

1. Residency Requirement: At least 15 semester hours of the final 30 semester hours must be earned at any University of Alaska site.

2. Credit Hour Requirement: The minimum number of credits for degree completion, including those accepted by transfer, is 60 semester hours.

3. Grade Point Average Requirement: A grade point average of 2.0 (C) or better must be attained in all work as well as in the major.

All grades (original and any repeated courses) will be shown on the student's transcript, but only the last grade achieved for a course will be computed in the grade point average for graduation certification.

A student may graduate under the requirements of the general catalog in effect during the year of graduation, or in effect at the time of his/her admission to a degree program, providing there has not been a time lapse of more than five years. If more than five years has elapsed, a student must meet the requirements in effect during the year he/she will graduate.

To be eligible for a second (or additional) Associate degree, a student must complete a minimum of 12 semester hours of credit beyond the first (or latest) Associate degree. A student must meet all general University of Alaska requirements, Kenai Peninsula College degree requirements, and requirements of the major for each degree. Only one Associate of Arts may be earned per student.

Application for Graduation

The responsibility for meeting all graduation requirements rests with the student. A student must apply for graduation prior to the expected date of his/her graduation. The application deadline for each semester is announced in the academic calendar. A student should obtain the "Application for Graduation" form from the Student Services Office.

In order to make sure a planned degree program can be completed, a student should apply for graduation in the semester prior to the estimated graduation date. This insures that the student knows exactly what courses will be needed to complete his/her program before registering for the last semester.

Commencement

Kenai Peninsula College issues diplomas to degree candidates in December and May.

All students who complete degree or certificate requirements during the academic year are invited to participate in the annual commencement exercises which follow the spring semester.
Students completing their Associate degrees with the following grade point averages, providing they meet the residency requirements, receive honors as follows:

Cum Laude - 3.5 or better
Magna Cum Laude - 3.8 or better
Summa Cum Laude - 4.0

Candidates for Associate of Arts who have transferred from other institutions must have completed a minimum of 24 credit hours at the University of Alaska to be eligible for graduation with honors. All college work attempted, including that attempted at other institutions, is considered in the determination of a student’s eligibility for graduation with honors. Class standing is determined by the student’s total academic history.

Honors for the commencement exercises will be determined by the student’s grade point average as of the semester prior to graduation. However, a student’s total academic history will be the determinant in including honors on the diploma and official transcript.

DEGREE PROGRAMS

On December 11, 1981, the Board of Regents of the University of Alaska approved a single Associate of Arts degree to replace all existing Associate of Arts degrees with areas of specialization. Kenai Peninsula College implemented this new Associate of Arts in the fall of 1982. The new degree has one set of distribution requirements and assures maximum transferability to four-year colleges and universities.

Because the Associate of Arts is intended to provide students with a general education, it is non-specific in intent, and only one Associate of Arts may be earned per student.

Listed below are the specific requirements of the new Associate of Arts:

1. Communications Requirements
   - Written Composition 6 credits
   - Oral Communications 3 credits
   - Reading (May be waived with ASSET Test scores)

2. General Requirements
   - Humanities 9 credits
   - Social Sciences 9 credits
   - Math/Natural Science 9 credits
   - Applied Studies 9 credits

3. Electives
   - To total 12-15 credits
   - TOTAL CREDITS 60 CREDITS

Unless otherwise specified by the degree you are seeking, the written composition requirement may be satisfied by taking:

ENGL 111 Composition I: Methods of Written Communication
ENGL 211 Composition II: Modes of Literature
ENGL 212 Composition II: Technical Communications
ENGL 213 Composition II: Intermediate Composition

NOTE: ENGL 067 and ENGL 068 do not fulfill the written composition requirements for the Associate of Arts.
Oral Communication Requirements

Unless otherwise specified, the oral communications requirement must be satisfied by taking:

SPCH 111 Fundamentals of Oral Communication

Grade Point Average

A student must attain a minimum grade point average of 2.0 (C) in his/her specialty field in order to receive a degree. All grades (original and any repeated courses) will be shown on the student's transcript, but only the last grade achieved for a course will be computed in determining the grade point average for graduation certification.

BUSINESS ADMINISTRATION A.A.S.

The two-year Associate of Applied Science in Business Administration combines business and management theory with practical knowledge. Principal areas of study include general business, accounting, banking, business management, computer information systems, and real estate. The graduate will be prepared to gain entry-level employment leading toward a management position and/or continue studies toward a four-year degree in business.

A. Communication Requirements

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 111</td>
<td>Composition I: Methods, and</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 220</td>
<td>Business Communication, OR</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 212</td>
<td>Composition II: Technical, OR</td>
<td></td>
</tr>
<tr>
<td>ENGL 213</td>
<td>Composition II: Intermediate Composition</td>
<td></td>
</tr>
<tr>
<td>SPCH 111</td>
<td>Oral Communications Reading May be waived with ASSET Test</td>
<td>3</td>
</tr>
</tbody>
</table>

B. General Requirements

Math Business Math or math at 100 level or above
(MATH 107 required for the Computer Information System emphasis)
Economics (ECON 121 recommended)

C. Major Requirements

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 166</td>
<td>Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>BA 231</td>
<td>Fundamentals of Supervision</td>
<td>3</td>
</tr>
<tr>
<td>BA 241</td>
<td>Business Law</td>
<td>3</td>
</tr>
</tbody>
</table>

Accounting

*ACCT 101 Principles of Accounting I (3)
*ACCT 102 Principles of Accounting II (3)
OR
ACCT 201 Principles of Financial Accounting (4)
ACCT 202 Principles of Managerial Accounting (3)

CIS (Any CIS course(s) at or above 100 level)

Complete 12 credits from any of the following classes. (It is recommended that a student complete 9 credits from a specific emphasis.)

ACCOUNTING EMPHASIS

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 106</td>
<td>Microcomputer Business/Accounting Applications</td>
<td>3</td>
</tr>
</tbody>
</table>
*ACCT 202 Principles of Managerial Accounting | 3       |
(ACCT 202 used for major requirement cannot be used for accounting emphasis).
ACCT 210 Federal Income Tax | 4       |
ACCT 222 Introduction to Computers and Accounting Systems | 3       |
ACCT 240 Cost Accounting | 3       |
ACCT 279 Governmental Accounting | 3       |

*Students taking ACCT 101 and ACCT 102 cannot use ACCT 201 for credit for Business Administration Degree.
BANKING EMPHASIS

BA 105 Principles of Bank Operation 3
BA 155 Personal Investments 3
BA 204 Money and Banking 3
BA 206 Analyzing Financial Statements 3

Additional banking courses may be added as recommended by local members of the American Institute of Banking (AIB).

BUSINESS MANAGEMENT EMPHASIS

BA 155 Personal Investments 3
BA 243 Principles of Marketing 3
BA 280 Principles of Management 3

COMPUTER INFORMATION SYSTEMS EMPHASIS

CIS 101 Introduction to Data Processing with BASIC 3
CIS 106 Basic Programs 3
CIS 155 Programs Development I 3
CIS 255 Programs Development II 3
CIS 260 Systems Analysis Methods 3

Students taking an emphasis in Computer Information Systems should take all classes as listed above.

REAL ESTATE EMPHASIS

BA 101 Real Estate Principles/Practices 3
BA 220 Alaska Real Estate Practices 3
BA 221 Real Estate Financing 3
BA 222 Real Estate Investment and Taxation 3
BA 223 Real Estate Law 3

Electives to be selected by student 13-15

TOTAL CREDITS REQUIRED FOR DEGREE 60

Business Administration Degree Course Sequencing

First Semester  
ACCT 101 or 201 3,4
MATH 3
BA 166 3
Reading or Elective 3

Second Semester  
ACCT 102 or 202 3,4
BA 231 3
CIS or elective 3
Elective 3

Third Semester  
ECON 121 3
BA elective 3
BA elective 3
Electives 6

Fourth Semester  
SPCH 111 3
BA 241 3
BA elective 3
Elective 3

Please note that the purpose of this degree planning is to recommend the sequencing of courses that will best allow a student to meet the requirements of the degree program.

This two-year degree program trains students in maintenance and repair of digital/computer equipment including electronic fundamentals, computer circuitry, hands-on maintenance, and programming. Students are prepared for employment as computer technicians, field service representatives, and other jobs requiring electronic skills.

COMPUTER ELECTRONICS A.A.S.
**Entrance Requirements**

1. ASSET placement at the math 100 entry level or above.
2. ASSET placement for reading at the ENGL 107 level or above.
3. Students placing below these math and reading levels on ASSET must see a faculty advisor in computer electronics prior to registering for computer electronics courses.

**A. Communication Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 111</td>
<td>Composition I: Methods</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 212</td>
<td>Composition II: Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 111</td>
<td>Fundamentals of Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Reading (May be waived with ASSET Test scores)</td>
<td></td>
</tr>
</tbody>
</table>

**B. General Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 101</td>
<td>Technical Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 105</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 103</td>
<td>College Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 104</td>
<td>College Physics II</td>
<td>4</td>
</tr>
</tbody>
</table>

**C. Major Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 101</td>
<td>Basic Electronics: DC Physics</td>
<td>4</td>
</tr>
<tr>
<td>ET 102</td>
<td>Basic Electronics: AC Physics</td>
<td>4</td>
</tr>
<tr>
<td>ET 245</td>
<td>Basic Electronics</td>
<td>4</td>
</tr>
<tr>
<td>ET 125</td>
<td>Principles of Logic and Gating</td>
<td>4</td>
</tr>
<tr>
<td>ET 230</td>
<td>Application Integrated Circuits</td>
<td>3</td>
</tr>
<tr>
<td>ET 231</td>
<td>Microcomputer Interfacing</td>
<td>3</td>
</tr>
<tr>
<td>ET 235</td>
<td>Computer Peripheral Devices</td>
<td>3</td>
</tr>
<tr>
<td>CIS 138</td>
<td>Introduction to Technical Microcomputing</td>
<td>3</td>
</tr>
<tr>
<td>CIS 105</td>
<td>FORTRAN Programming</td>
<td>3</td>
</tr>
<tr>
<td>CIS 106</td>
<td>BASIC Programming OR</td>
<td>3</td>
</tr>
<tr>
<td>CIS 155</td>
<td>Program Development I</td>
<td>3</td>
</tr>
</tbody>
</table>

**D. Electives**

1-4

**TOTAL CREDITS REQUIRED FOR DEGREE**

60

**Computer Electronics Degree Course Sequencing**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 105</td>
<td>3</td>
</tr>
<tr>
<td>MATH 101</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 111</td>
<td>3</td>
</tr>
<tr>
<td>CIS 106</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 111</td>
<td>3</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 102</td>
<td>4</td>
</tr>
<tr>
<td>ET 230</td>
<td>3</td>
</tr>
<tr>
<td>ET 245</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 103</td>
<td>4</td>
</tr>
</tbody>
</table>

**INDUSTRIAL PROCESS INSTRUMENTATION A.A.S.**

Industrial Process Instrumentation is a specialized technical degree. Strong math and science skills are emphasized. Students must work closely with advisors to complete this program in two years. A fifth semester of coursework may be necessary.

Students are prepared for employment as instrument technicians. Instrument technicians are responsible for the repair, maintenance, adjustment, and calibration of automatic controls used in refineries, chemical plants, pipelines, production facilities, and other industries where automatic control is used.

**Entrance Requirements**

1. ASSET placement at the math 100 entry level or above.
2. ASSET placement for reading at the ENGL 107 level or above.
3. Students placing below these math and reading levels on ASSET must see a faculty advisor in instrumentation prior to registering for instrumentation courses.

A. Communications Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 111</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 212</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 111</td>
<td>3</td>
</tr>
<tr>
<td>Reading</td>
<td>(May be waived with ASSET Test scores)</td>
</tr>
</tbody>
</table>

B. General Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHS 101</td>
<td>4</td>
</tr>
<tr>
<td>PHS 102</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 103</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 105</td>
<td>4</td>
</tr>
<tr>
<td>MATH 105</td>
<td>3</td>
</tr>
</tbody>
</table>

C. Major Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PETR 106</td>
<td>3</td>
</tr>
<tr>
<td>PETR 140</td>
<td>3</td>
</tr>
<tr>
<td>PETR 144</td>
<td>3</td>
</tr>
<tr>
<td>PETR 150</td>
<td>3</td>
</tr>
<tr>
<td>PETR 230</td>
<td>3</td>
</tr>
<tr>
<td>PETR 240</td>
<td>3</td>
</tr>
<tr>
<td>PETR 244</td>
<td>3</td>
</tr>
<tr>
<td>PETR 270</td>
<td>3</td>
</tr>
<tr>
<td>ET 125</td>
<td>4</td>
</tr>
<tr>
<td>ET 206</td>
<td>3</td>
</tr>
<tr>
<td>ET 151</td>
<td>4</td>
</tr>
<tr>
<td>ET 230</td>
<td>3</td>
</tr>
<tr>
<td>ET 231</td>
<td>3</td>
</tr>
<tr>
<td>ET 245</td>
<td>4</td>
</tr>
<tr>
<td>CIS 138</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL CREDITS REQUIRED FOR DEGREE: 70-74

Industrial Process Instrumentation Degree Course Sequencing

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PETR 140</td>
<td>3</td>
</tr>
<tr>
<td>MATH 105</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 111</td>
<td>3</td>
</tr>
<tr>
<td>PETR 105</td>
<td>3</td>
</tr>
<tr>
<td>PETR 150</td>
<td>3</td>
</tr>
<tr>
<td>PETR 144</td>
<td>3</td>
</tr>
<tr>
<td>ET 125</td>
<td>4</td>
</tr>
<tr>
<td>ET 151</td>
<td>4</td>
</tr>
</tbody>
</table>

** Recommended but not required

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PETR 240</td>
<td>3</td>
</tr>
<tr>
<td>ET 230</td>
<td>3</td>
</tr>
<tr>
<td>ET 245</td>
<td>4</td>
</tr>
<tr>
<td>SPCH 111</td>
<td>3</td>
</tr>
<tr>
<td>PETR 270</td>
<td>3</td>
</tr>
<tr>
<td>PHS 101</td>
<td>4</td>
</tr>
</tbody>
</table>

The Division of Applied Science offers a two-year program leading to an Associate of Applied Science in Mechanical Technology. Students gain experience in the maintenance of all major types of rotating equipment and the operation of common machine tools. Students are prepared for entry-level employment as mechanic or millwright positions in all types of industrial plants.

MECHANICAL TECHNOLOGY A.A.S.
Entrance Requirements

1. ASSET placement at the math 100 entry level or above.
2. ASSET placement for reading at the ENGL 107 level or above.
3. Students placing below these math and reading levels on ASSET must see a faculty advisor in mechanical technology prior to registering for mechanical technology courses.

A. Communications Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 111</td>
<td>Composition I: Methods</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 212</td>
<td>Composition II: Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 111</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>Reading</td>
<td>(May be waived with ASSET Test scores)</td>
<td></td>
</tr>
</tbody>
</table>

B. General Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 101</td>
<td>Technical Mathematics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Natural Science (Physics or Physical Science)</td>
<td>4</td>
</tr>
</tbody>
</table>

C. Major Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 110</td>
<td>Introduction to Gas Welding, Cutting, and Shield Arc Welding</td>
<td>4</td>
</tr>
<tr>
<td>ET 151</td>
<td>Basic Electricity</td>
<td>4</td>
</tr>
<tr>
<td>PETR 151</td>
<td>Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>MECH 101</td>
<td>Introduction to Machine Shop</td>
<td>4</td>
</tr>
<tr>
<td>MECH 102</td>
<td>Intermediate Machine Shop</td>
<td>4</td>
</tr>
<tr>
<td>MECH 105</td>
<td>Bearings, Lubrication, and Hydraulics</td>
<td>3</td>
</tr>
<tr>
<td>MECH 110</td>
<td>Reciprocating Engines</td>
<td>3</td>
</tr>
<tr>
<td>MECH 120</td>
<td>Pumps</td>
<td>3</td>
</tr>
<tr>
<td>MECH 130</td>
<td>Dynamic Compressors</td>
<td>3</td>
</tr>
<tr>
<td>MECH 131</td>
<td>Positive Displacement Compressors</td>
<td>3</td>
</tr>
<tr>
<td>MECH 265</td>
<td>Combustion Gas Turbines</td>
<td>3</td>
</tr>
<tr>
<td>MECH 271</td>
<td>Couplings and Alignment</td>
<td>3</td>
</tr>
</tbody>
</table>

D. Electives (Chosen with advisor's approval from the following list)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MECH 201</td>
<td>Advanced Machine Shop</td>
<td>(4)</td>
</tr>
<tr>
<td>MECH 266</td>
<td>Steam Turbines</td>
<td>(3)</td>
</tr>
<tr>
<td>MECH 272</td>
<td>Vibrations and Balancing</td>
<td>(3)</td>
</tr>
<tr>
<td>MECH 286</td>
<td>Fundamentals of Corrosion</td>
<td>(3)</td>
</tr>
<tr>
<td>PETR 150</td>
<td>Mechanical Drafting for the Petroleum Industry</td>
<td>(3)</td>
</tr>
<tr>
<td>WELD 112</td>
<td>Shielded Metal Arc Welding</td>
<td>(4)</td>
</tr>
<tr>
<td>WELD 114</td>
<td>Welding of High Strength Steel</td>
<td>(4)</td>
</tr>
<tr>
<td>WELD 285</td>
<td>Introduction to Metallurgy</td>
<td>(3)</td>
</tr>
</tbody>
</table>

TOTAL CREDITS REQUIRED FOR DEGREE 60

Mechanical Technology Degree Course Sequencing

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 111</td>
<td>3</td>
</tr>
<tr>
<td>MATH 101</td>
<td>3</td>
</tr>
<tr>
<td>MECH 101</td>
<td>4</td>
</tr>
<tr>
<td>MECH 105</td>
<td>3</td>
</tr>
<tr>
<td>MECH 110</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 111</td>
<td>3</td>
</tr>
<tr>
<td>MECH 102</td>
<td>4</td>
</tr>
<tr>
<td>MECH 130</td>
<td>3</td>
</tr>
<tr>
<td>WELD 110</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>3</td>
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</table>

<table>
<thead>
<tr>
<th>Third Semester</th>
<th>Fourth Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS 101 or 103</td>
<td>4</td>
</tr>
<tr>
<td>MECH 131</td>
<td>3</td>
</tr>
<tr>
<td>MECH 251</td>
<td>3</td>
</tr>
<tr>
<td>MECH 265</td>
<td>3</td>
</tr>
<tr>
<td>PETR 155</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 212</td>
<td>3</td>
</tr>
<tr>
<td>MECH 120</td>
<td>3</td>
</tr>
<tr>
<td>MECH 271</td>
<td>3</td>
</tr>
<tr>
<td>MECH 272</td>
<td>3</td>
</tr>
<tr>
<td>Elective(s)</td>
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</tbody>
</table>
The two-year Associate of Applied Science in Office Occupations emphasizes preparation for entry-level employment and/or upgrading for job promotion. Students spend the first year gaining job skills and the second year adding to and refining those skills.

A. Communications Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 111</td>
<td>3</td>
</tr>
<tr>
<td>OO 220</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 111</td>
<td>3</td>
</tr>
<tr>
<td>Reading</td>
<td>(May be waived with ASSET Test scores)</td>
</tr>
</tbody>
</table>

B. General Requirements

Select 6 credits from the following areas:

- Humanities
- Social Science
- (PSY 153 and ECON 121 recommended)

6 credits

C. Major Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OO 110</td>
<td>1</td>
</tr>
<tr>
<td>OO 170</td>
<td>3</td>
</tr>
<tr>
<td>OO 203</td>
<td>3</td>
</tr>
<tr>
<td>OO 230, OO 231, or OO 232</td>
<td>3</td>
</tr>
<tr>
<td>OO 245</td>
<td>2-3</td>
</tr>
</tbody>
</table>

Select at least 3 credits from any approved CIS microcomputer software package course offering.

3 credits

Select 3-4 credits from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OO 150</td>
<td>(3)</td>
</tr>
<tr>
<td>ACCT 101</td>
<td>(3)</td>
</tr>
<tr>
<td>ACCT 201</td>
<td>(4)</td>
</tr>
</tbody>
</table>

AND

Select 3 credits from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 106</td>
<td>(3)</td>
</tr>
<tr>
<td>ACCT 102</td>
<td>(3)</td>
</tr>
<tr>
<td>ACCT 202</td>
<td>(3)</td>
</tr>
</tbody>
</table>

Business Math or Math at 100 level or above

3 credits

Other Accounting, Business Administration, Computer Information Systems, or Office Occupations classes selected with advisor approval

12-15 credits

D. Electives

4-9 credits

TOTAL CREDITS REQUIRED FOR DEGREE

60 credits

*Students taking ACCT 101 and ACCT 102 cannot use ACCT 201 for credit for the Office Occupations degree.

Office Occupations Degree Course Sequencing

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 111</td>
<td>3</td>
</tr>
<tr>
<td>OO 101</td>
<td>3</td>
</tr>
<tr>
<td>OO 110</td>
<td>2</td>
</tr>
<tr>
<td>MATH</td>
<td>3</td>
</tr>
<tr>
<td>CIS (110 rec.)</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>2-3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>OO 102</td>
<td>3</td>
</tr>
<tr>
<td>OO 170</td>
<td>3</td>
</tr>
<tr>
<td>OO 150 or ACCT 201</td>
<td>3-4</td>
</tr>
<tr>
<td>CIS Word Processing OR</td>
<td>1-3</td>
</tr>
<tr>
<td>OO 245</td>
<td>1-3</td>
</tr>
<tr>
<td>Electives</td>
<td>2-4</td>
</tr>
</tbody>
</table>
PETROLEUM ENGINEERING AIDE A.A.S.

This program leads to a degree in Petroleum Engineering. Students learn to assist professionals in all phases of oil and gas recovery. Degree graduates are prepared for engineering technician positions while others transfer into four-year engineering programs.

Entrance Requirements

1. Placement at the MATH 107 level or above by test or courses taken.
2. ASSET placement for reading at the ENGL 107 level or above.
3. Students placing below these math and reading levels on ASSET must see a faculty advisor in petroleum engineering prior to registering for petroleum engineering courses.

A. Communications Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 111 Composition I: Methods</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 211 Composition II: Modes of Literature OR</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 212 Composition II: Technical Writing OR</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 213 Composition II: Intermediate Composition</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 111 Oral Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

Reading (May be waived with ASSET Test scores)

B. General Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 200 Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MATH 201 Calculus II</td>
<td>4</td>
</tr>
</tbody>
</table>

C. Major Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 105 FORTRAN Programming</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 105 General Chemistry I AND</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 106 General Chemistry II OR</td>
<td>4</td>
</tr>
<tr>
<td>GEOL 111 Physical Geology AND</td>
<td>4</td>
</tr>
<tr>
<td>GEOL 112 Historical Geology</td>
<td>4</td>
</tr>
<tr>
<td>PETR 106 Petroleum Science II</td>
<td>3</td>
</tr>
<tr>
<td>PETR 120 Surface Oilfield Equipment I</td>
<td>3</td>
</tr>
<tr>
<td>PETR 140 Industrial Process Instrumentation I</td>
<td>3</td>
</tr>
<tr>
<td>PETR 228 Petroleum Reservoir Engineering I</td>
<td>3</td>
</tr>
<tr>
<td>PETR 229 Production Engineering</td>
<td>3</td>
</tr>
<tr>
<td>PHYS 103 College Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 104 College Physics II</td>
<td>4</td>
</tr>
</tbody>
</table>

Select 6 credits from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PETR 227 Logging and Log Analysis</td>
<td>(3)</td>
</tr>
<tr>
<td>PETR 230 Practical Distillation</td>
<td>(3)</td>
</tr>
<tr>
<td>PETR 144 Industrial Process Instrumentation II</td>
<td>(3)</td>
</tr>
<tr>
<td>PETR 240 Industrial Process Instrumentation III</td>
<td>(3)</td>
</tr>
</tbody>
</table>

Select 4 credits from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ET 151 Basic Electricity</td>
<td>(4)</td>
</tr>
<tr>
<td>ET 245 Basic Electronic Devices</td>
<td>(4)</td>
</tr>
<tr>
<td>ET 101 Basic Electronics: DC Physics</td>
<td>(4)</td>
</tr>
<tr>
<td>ET 102 Basic Electronics: AC Physics</td>
<td>(4)</td>
</tr>
</tbody>
</table>

TOTAL CREDITS REQUIRED FOR DEGREE 61-64
Petroleum Engineering Aide Degree Course Sequencing

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 111</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 111</td>
<td>3</td>
</tr>
<tr>
<td>MATH 200</td>
<td>3</td>
</tr>
<tr>
<td>PETR 120</td>
<td>3</td>
</tr>
<tr>
<td>PETR 240</td>
<td>3</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 212 or 213</td>
<td>3</td>
</tr>
<tr>
<td>PETR 106</td>
<td>3</td>
</tr>
<tr>
<td>MATH 201</td>
<td>3</td>
</tr>
<tr>
<td>PETR Elective</td>
<td>3</td>
</tr>
<tr>
<td>PETR Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Science</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 103</td>
<td>4</td>
</tr>
<tr>
<td>PETR 228</td>
<td>3</td>
</tr>
<tr>
<td>CIS 105</td>
<td>3</td>
</tr>
</tbody>
</table>

Fourth Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Science</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 104</td>
<td>4</td>
</tr>
<tr>
<td>PETR 229</td>
<td>3</td>
</tr>
<tr>
<td>ET Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

A two-year program leading to an Associate of Applied Science in Petroleum Technology lets students gain an understanding of refinery, chemical plant, oil production, and pipeline operations. Students are prepared for employment as chemical plant operators, pump station operators, production operators, water flood operators, service company technicians, or lab technicians.

Entrance Requirements

1. ASSET placement at the math 100 entry level or above.
2. ASSET placement for reading at the ENGL 107 level or above.
3. Students placing below these math and reading levels on ASSET must see a faculty advisor in petroleum technology prior to registering for petroleum technology courses.

A. Communications Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 111</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 212</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 111</td>
<td>3</td>
</tr>
<tr>
<td>Reading</td>
<td>3</td>
</tr>
</tbody>
</table>

B. General Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 101</td>
<td>3</td>
</tr>
<tr>
<td>MATH 105</td>
<td>3</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>8</td>
</tr>
<tr>
<td>Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 101</td>
<td>3</td>
</tr>
<tr>
<td>CIS 110</td>
<td>3</td>
</tr>
</tbody>
</table>

C. Major Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PETR 105</td>
<td>3</td>
</tr>
<tr>
<td>PETR 106</td>
<td>3</td>
</tr>
<tr>
<td>PETR 120</td>
<td>3</td>
</tr>
<tr>
<td>PETR 140</td>
<td>3</td>
</tr>
<tr>
<td>PETR 144</td>
<td>3</td>
</tr>
<tr>
<td>PETR 230</td>
<td>3</td>
</tr>
<tr>
<td>PETR 231</td>
<td>3</td>
</tr>
<tr>
<td>PETR 270</td>
<td>3</td>
</tr>
</tbody>
</table>

Select three courses from the list below

9-11
Petroleum Technology Degree Course Sequencing

First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 111</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>MATH 101/105</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>PETR 105</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>PETR 120</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 212</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CIS 101/110</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Natural Science</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>PETR 106</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>PETR 140</td>
<td></td>
<td>3</td>
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</table>

Third Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 111</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>PETR 144</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>PETR 230/231</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>PETR 270</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
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</table>

Fourth Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PETR elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>PETR elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>PETR elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

OR

First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 111</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>MATH 101/105</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>CIS 101/110</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>PETR 105</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>PETR 120</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 212</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>SPCH 111</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>PETR 106</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>PETR 140</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>PETR 270</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

Third Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Science</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>PETR 144</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>PETR 230/231</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>PETR elective</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

Fourth Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Science</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>PETR elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>PETR elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

Petroleum Technology Operations Option

First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 101</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 111</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PETR 270</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PETR 144</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The one-year certificate in Mechanical Technology provides the student with experience in the maintenance of most major types of rotating equipment and the operation of common machine tools. This program prepares students for employment as entry level mechanics or millwrights in all types of industrial plants.

A. Certificate Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 101</td>
<td>3</td>
</tr>
<tr>
<td>WELD 110</td>
<td>4</td>
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<tr>
<td>MECH 101</td>
<td>4</td>
</tr>
<tr>
<td>MECH 102</td>
<td>4</td>
</tr>
<tr>
<td>MECH 105</td>
<td>3</td>
</tr>
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<td>MECH 120</td>
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<td>MECH 130</td>
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</tr>
<tr>
<td>MECH 131</td>
<td>3</td>
</tr>
<tr>
<td>MECH 271</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL CREDITS REQUIRED FOR CERTIFICATE: 30

Course Sequencing for Mechanical Technology Certificate

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 101</td>
<td>MECH 102</td>
</tr>
<tr>
<td>MECH 101</td>
<td>MECH 120</td>
</tr>
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<td>MECH 105</td>
<td>MECH 130</td>
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<tr>
<td>MECH 131</td>
<td>MECH 271</td>
</tr>
<tr>
<td>WELD 110</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>4</td>
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<td></td>
<td>4</td>
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<tr>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

The one-year certificate in Office Occupations:

1. Provides job skills for employment in the local job market.
2. Retrains people who are re-entering the job market.
3. Enables people employed in businesses or offices to upgrade their skills for employment advancements.
A. Communications Requirements
ENGL 111 Composition I: Methods 3
OO 220 Business Communications 3

B. Major Requirements
OO 102 Typing II or Typing III 3
OO 110 Calculating Machines 1
OO 170 Secretarial Procedures 3

Word Processing/Computer Information Systems
Complete 4-6 credits in CIS Computer or
OO Word Processing classes 4-6

Recommended: CIS 110 (3)

Business Math or Math 100 level or above 3

Accounting
Select 3-4 credits from the following list: 3-4

OO 150 Bookkeeping for Business (3)
ACCT 101 Fundamentals of Accounting I (3)
ACCT 201 Principles of Financial Accounting (4)

AND

Select 3 credits from the following list 3

ACCT 106 Microcomputer Business and Accounting Applications (3)
ACCT 102 Fundamentals of Accounting II (3)
ACCT 202 Principles of Managerial Accounting (3)

TOTAL CREDITS REQUIRED FOR CERTIFICATE 26-29

Office Occupations Certificate Course Sequencing
First Semester Second Semester
CIS 110 3 OO 220 3
OO 102 3 ACCT 106 3
OO 150/ACCT 201 3-4 OO 170 3
ENGL 111 3 MATH 3
OO 110 2 CIS/OO Elective 1-3

OR

First Semester Second Semester
CIS 110 3 OO 220 3
OO 101 3 ACCT 106 3
OO 150/ACCT 201 3-4 OO 170 3
ENGL 068 3 ENGL 111 3
MATH 3 OO 102 3

POTROLEUM TECHNOLOGY CERTIFICATE

The one-year certificate in Petroleum Technology provides specific training in petro/chemical plant operations or instrumentation. The instrumentation option will require students to take Instrumentation III the third semester.

Petroleum Technology Certificate with Operations Option
A. Major Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 101</td>
<td>Technical Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 111</td>
<td>Composition I: Methods</td>
<td>3</td>
</tr>
<tr>
<td>PETR 120</td>
<td>Surface Oilfield Equipment I</td>
<td>3</td>
</tr>
<tr>
<td>PETR 105</td>
<td>Petroleum Science I</td>
<td>3</td>
</tr>
<tr>
<td>PETR 140</td>
<td>Industrial Process Instrumentation I</td>
<td>3</td>
</tr>
<tr>
<td>PETR 144</td>
<td>Industrial Process Instrumentation II</td>
<td>3</td>
</tr>
<tr>
<td>PETR 230</td>
<td>Practical Distillation</td>
<td>3</td>
</tr>
<tr>
<td>PETR 270</td>
<td>Industrial Mechanical Equipment</td>
<td>3</td>
</tr>
<tr>
<td>PETR 231</td>
<td>Production Plant Operations</td>
<td>3</td>
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<tr>
<td>PETR 106</td>
<td>Petroleum Science II</td>
<td>3</td>
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<tr>
<td>PETR 155</td>
<td>Blueprint Reading</td>
<td>3</td>
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<tr>
<td>Elective</td>
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TOTAL CREDITS REQUIRED FOR CERTIFICATE 30

Petroleum Technology Operations Option

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>First</td>
<td>MATH 101</td>
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<tr>
<td></td>
<td>ENGL 111</td>
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<td></td>
<td>PETR 120</td>
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<td></td>
<td>PETR 105</td>
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<tr>
<td>Second</td>
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<td></td>
<td>PETR 144</td>
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<td>3</td>
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<tr>
<td></td>
<td>PETR 230</td>
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<tr>
<td></td>
<td>PETR 231</td>
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</tbody>
</table>

Petroleum Technology Certificate with Instrumentation Option

A. Major Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</tr>
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<tbody>
<tr>
<td>MATH 101</td>
<td>Technical Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 111</td>
<td>Composition I: Methods</td>
<td>3</td>
</tr>
<tr>
<td>PETR 140</td>
<td>Industrial Process Instrumentation I</td>
<td>3</td>
</tr>
<tr>
<td>PETR 144</td>
<td>Industrial Process Instrumentation II</td>
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<tr>
<td>PETR 240</td>
<td>Industrial Process Instrumentation III</td>
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<td>ET 151</td>
<td>Basic Electricity</td>
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<tr>
<td>PETR 230</td>
<td>Practical Distillation</td>
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<tr>
<td>ET 245</td>
<td>Basic Electronics</td>
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<td>PETR 155</td>
<td>Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>ET 206</td>
<td>Electronic Industrial Instrumentation</td>
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</tr>
<tr>
<td>OR</td>
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<tr>
<td>PETR 244</td>
<td>Industrial Process Instrumentation IV</td>
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TOTAL CREDITS REQUIRED FOR CERTIFICATE 32

Petroleum Technology Instruments Option

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>First</td>
<td>MATH 101</td>
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<td>3</td>
</tr>
<tr>
<td></td>
<td>ENGL 111</td>
<td></td>
<td>3</td>
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<tr>
<td></td>
<td>PETR 140</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>ET 151</td>
<td></td>
<td>3</td>
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<tr>
<td>Second</td>
<td>ET 206 or</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PETR 244</td>
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<td></td>
<td>ET 245</td>
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<td></td>
<td>PETR 144</td>
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<td></td>
<td>PETR 230</td>
<td></td>
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<tr>
<td></td>
<td>PETR 155</td>
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</tr>
</tbody>
</table>

The one-year Small Business Management certificate:

1. Enables the student to explore business career options.
2. Gives entry-level job skills and/or upgrade skills for employment advancement.
3. Serves as the first year of training towards the two-year Associate of Applied Science in Business.

A. Communications Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 111</td>
<td>Composition I: Methods</td>
<td>3</td>
</tr>
</tbody>
</table>

37
WELDING TECHNOLOGY CERTIFICATE

The one-year certificate in welding technology provides a student with specific training for structural and pipe welding certification. Students gain a well-rounded education in the use of the latest welding technology, blueprint reading, layout, and fabrication. Graduates of this program will be prepared for employment as structural or pipe welders, and will have a solid welding background for many mechanical trades.
A. Major Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 111</td>
<td>Gas Welding and Cutting</td>
<td>2</td>
</tr>
<tr>
<td>WELD 112</td>
<td>Shielded Metal Arc Welding</td>
<td>4</td>
</tr>
<tr>
<td>WELD 113</td>
<td>Layout Fitting and Fabrication</td>
<td>4</td>
</tr>
<tr>
<td>WELD 114</td>
<td>Welding of High Strength Steels</td>
<td>4</td>
</tr>
<tr>
<td>WELD 121</td>
<td>Introduction to Pipe Welding</td>
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</tr>
<tr>
<td>WELD 122</td>
<td>Advanced Pipe Welding</td>
<td>4</td>
</tr>
<tr>
<td>WELD 125</td>
<td>Blueprint Reading for Welding</td>
<td>3</td>
</tr>
<tr>
<td>MATH 101</td>
<td>Technical Mathematics</td>
<td>3</td>
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</tbody>
</table>

B. Select 3-4 credits from the following list: 3-4

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD 161</td>
<td>Gas Metal Arc Welding (MIG CO2)</td>
<td>4</td>
</tr>
<tr>
<td>WELD 174</td>
<td>Basic TIG Welding</td>
<td>4</td>
</tr>
<tr>
<td>WELD 285</td>
<td>Introduction to Metallurgy</td>
<td>3</td>
</tr>
</tbody>
</table>

NOTE: All students must pass structural and pipe certification tests before being granted a certificate in Welding Technology.

TOTAL CREDITS REQUIRED FOR CERTIFICATE 31-32

NOTE: Experienced welders have the option of bypassing the first semester courses by completing written and practical examinations on first semester work. This will allow experienced welders to enter the program at an appropriate level.
COURSE DESCRIPTIONS

ADULT BASIC EDUCATION

ABE 049  ADULT BASIC EDUCATION

Adult Basic Education is a program of individualized instruction in mathematics, English, and reading comprehension preparing the student for the GED High School Equivalency test. Upon successful completion of the GED test, students receive a High School Equivalency Diploma from the State Department of Education.

ACCOUNTING

ACCT 101  PRINCIPLES OF ACCOUNTING I
(3+0)  3 credits
First semester of college accounting. Introduces concepts and procedures for financial accounting of sole proprietorships. Emphasis on accounting cycle, and recording, summarizing, and interpreting accounting data through presentation of formal financial statements. Also covers receivables, inventories, depreciation, systems and controls, and payroll. (HOMER BRANCH ONLY)

ACCT 102  PRINCIPLES OF ACCOUNTING II
(3+0)  3 credits
Second semester of college accounting. Introduces accounting for partnerships and corporations. Includes long-term debt and investments, and analysis and preparation of specialized financial statements such as cash flow and changes in financial position. Provides overview of managerial accounting, job and process costing, budgeting, and break-even analysis. General coverage of other techniques used in managerial decision-making. Prerequisite: ACCT 101 (HOMER BRANCH ONLY)

ACCT 106  MICROCOMPUTER BUSINESS AND ACCOUNTING APPLICATIONS
(2+2)  3 credits
Designed to teach students how to use microcomputers to do accounting. Topics include setting up a computerized system, journals, general ledger, accounts receivable, accounts payable, and payroll. Prerequisite: Oo 150 or equivalent

ACCT 201  PRINCIPLES OF FINANCIAL ACCOUNTING
(4+0)  3 credits
Introduction to accounting concepts and principles. Preparation and analysis of financial reports as they relate to a proprietorship and corporation.

ACCT 202  PRINCIPLES OF MANAGERIAL ACCOUNTING
(4+0)  3 credits
Treats the following topics at a principles level: analysis and use of financial statements, costs, behavior as it relates to break-even analysis and decision costs; basic elements of cost accounting and control, budgeting, and cash flow planning. Prerequisite: ACCT 201 or accounting experience.

ACCT 210  INCOME TAX
(3+2)  4 credits
A study of federal income taxes relating to individual citizens of Alaska with emphasis on the preparation of tax returns, tax planning, and analysis of selected tax problems. Prerequisite: ACCT 201 or equivalent

ACCT 222  INTRODUCTION TO COMPUTERS AND ACCOUNTING SYSTEMS
(3+0)  3 credits
Introduces accounting information system concepts. Emphasizes relationships between accounting systems, management information systems, and organizational functions. Also covers how design and implementation of automated information systems affect accounting. Prerequisite: ACCT 201 or experience

ACCT 240  COST ACCOUNTING
(3+0)  3 credits
A course in the fundamentals of cost accounting and practical problems in the analysis of material, labor, and overhead costs. Emphasis is given to job cost system, the process cost system, and standard cost accounting. Prerequisite: ACCT 202 or permission

ACCT 279  GOVERNMENTAL ACCOUNTING
(3+0)  3 credits
The course will enable the student to relate basic accounting knowledge to the peculiarities of governmental accounting with emphasis on practical problems. Prerequisite: ACCT 201 or permission

ANTHROPOLOGY

ANTH 101  INTRODUCTION TO ANTHROPOLOGY
(3+0)  3 credits
Introduction to the general field of anthropology, including the physical and sociocultural aspects of man. The course is designed to introduce the basic ideas, methods, and substantive results of anthropology to those desiring some understanding of what anthropology does, how it works, who does it and where, and something of what has been learned about variations and similarities of humans.

ANTH 200  ANTHROPOLOGY OF ALASKAN NATIVES
(3+0)  3 credits
Ethnohistory of Alaskan Natives including environmental setting, linguistic subdivisions, cultural variations and contact with other groups.

ANTH 202  CULTURAL ANTHROPOLOGY
(3+0)  3 credits
Introduction to methods, theory, and fundamental concepts of the study of cultural systems. Cultural history, cultural area, cultural change, and man's interaction with environment are key concerns.

ANTH 210  INTRODUCTION TO ANTHROPOLOGICAL LINGUISTICS
(3+0)  3 credits
Introductory course in behavior, genetics, classifications, and evolution of humans and other primates. Distribution, morphological, and physiological adaptations of human populations.

ANTH 211  INTRODUCTION TO ARCHAEOLOGY
(3+0)  3 credits
Basic concepts and theories of archaeology with the overview of its historical development. This course prepares students for summer field schools and upper division courses in archaeology.

ANTH 250  KENAI PENINSULA ANTHROPOLOGY
(3+0)  3 credits
A study of the anthropology of the Native, Russian, and American periods of the Kenai Peninsula. Includes reading original studies and visiting sites. No previous background necessary.

ART

ART 105  BEGINNING DRAWING
(1+4)  3 credits
Introduction to basic elements in drawing. Emphasis on a variety of techniques and media.

ART 123  BEGINNING WATERCOLOR PAINTING
(1+4)  3 credits
Exploration of the materials of watercolor as an expressive painting medium. Concentration is on individual projects in color, value, technique, and texture.

ART 125  BEGINNING PAINTING
(1+4)  3 credits
Introduction to basic materials and techniques in oil or acrylic painting. Emphasis on understanding form in space and light, and interaction of form with color, value, and texture in paint. Recommended prerequisites: drawing and two-dimensional design or color theory.

ART 133  BEGINNING PRINTMAKING
(1+4)  3 credits
Introduction to the concepts and techniques of printmaking. Each semester concentrates on two of the following major processes: calligraphy, linocut, woodcut, wood engraving, intaglio (etching, engraving, drypoint, aquatint) or serigraphy (silkscreen, stencil). Recommended prerequisites: drawing and design courses.
ART 151 FUNDAMENTALS OF PHOTOGRAPHY
(3 credits)
Use of camera, light meter and darkroom; theory of photography; photographic history. Students provide own cameras.

ART 160 ART APPRECIATION
(3 credits)
Designed for the non-art major. It should stimulate thought and develop an appreciation of all the visual arts. Rather than chronological study, emphasis is on how art is useful in everyday life, how it speaks, and what it means.

ART 161 TWO-DIMENSIONAL DESIGN
(3 credits)
Study of organization, structure, and composition of form through use of basic design elements such as line, shape, and value. Emphasizes development of design as related to two-dimensional art.

ART 162 COLOR THEORY
(3 credits)
Two-dimensional study of fundamentals of color and visual perception. Includes understanding contrast, color mixing, and development of color wheel.

ART 163 THREE-DIMENSIONAL DESIGN
(3 credits)
Studio work in sheet metal, plastic, paper, wire, and other materials, emphasizing elements of three-dimensional design.

ART 205 INTERMEDIATE DRAWING
(3 credits)
Exploration of composition and creative interpretation of subject. Prerequisite: ART 105 or permission.

ART 219 LIFE DRAWING
(3 credits)
Problems in drawing from live models to explore possibilities in design and composition. Emphasis on form in spacing using charcoal, pencil, brush, and other media. Prerequisite: ART 105 or permission.

ART 223 INTERMEDIATE WATERCOLOR PAINTING
(3 credits)
Development of individual approach to watercolor media. Prerequisite: ART 123 or permission.

ART 225 INTERMEDIATE PAINTING
(3 credits)
Continued development of expressive skills in painting in any media. Emphasis on pictorial and conceptual problems. Prerequisite: ART 125 or permission.

ART 251 INTERMEDIATE PHOTOGRAPHY
(3 credits)
Use of photographic tools, cameras, and darkroom for understanding the expressive qualities of the graphic image; special attention to the individual's personal response to visual elements; reading in photography. Prerequisite: ART 151 or permission.

ART 252 COLOR PHOTOGRAPHY
(3 credits)
Advanced techniques in color transparencies and color printing; creative use of color. Prerequisite: ART 151 or permission.

ART 261 HISTORY OF WORLD ART SURVEY I
(3 credits)
Origins of art and its development through the Renaissance.

ART 262 HISTORY OF WORLD ART SURVEY II
(3 credits)
The development of art from the post-Renaissance to the present.

ART 291 ART ACTIVITIES
(3 credits)
By mutual agreement with instructor prior to registration, the student undertakes directed activities to further extend involvement in studio practices such as studio management, art materials preparation, exhibit installation, or general instructional assisting. Not intended as an independent study or individual project class but as an extension of a class in which the student is enrolled.

APPLIED STATISTICS
AS 251 APPLIED STATISTICS
(3 credits)
A survey course designed primarily for students who need to utilize statistics in their own fields. The topics include basic theory and applications of statistics and probability; measures of central tendency and variability; basic concepts of statistical inference and hypothesis testing; chi-square, correlations and regression; and binomial and normal distributions. Prerequisite: MATH 055 or permission.

AVIATION TECHNOLOGY
AT 100 PRIVATE PILOT GROUND SCHOOL
(4 credits)
Preparation for Federal Aviation Administration Private Pilot Examination. Includes aircraft and engine operation and limitations, aircraft flight instruments, navigation, navigation, computer, meteorology to include national weather information, dissemination services, Federal Aviation Regulation, FAA Airmen's Information Manual (AIM), radio communications and navigation. Prerequisite: AT 100 or permission.

BUSINESS ADMINISTRATION
BA 101 REAL ESTATE PRINCIPLES AND PRACTICES
(3 credits)
Fundamental course in real estate. Property rights, ownership, financing, brokerage, planning, investing, and home buying and selling are included.

BA 105 PRINCIPLES OF BANK OPERATION
(3 credits)
A broad overview of the bank's overall operations and various job levels within the banking system.

BA 123 INCOME TAX FOR THE INDIVIDUAL
(1 credit)
Prepares individual to document, record, and prepare the IRS Form 1040 and 1040A. Familiarizes the student with his/her filing status, withholding allowance exemptions, computation of adjusted gross income, taxable income, and tax payments/credits/returns.

BA 151 INTRODUCTION TO BUSINESS
(3 credits)
Business organization and nature of major business functions, such as management, finance, accounting, marketing, and personnel administration. Covers opportunities and requirements for professional business careers.

BA 152 BUSINESS MATH
(3 credits)
Business math fundamentals and concepts to aid in business classes, jobs, and personal lives. Business math applications in banking, marketing, accounting, and finance. Prerequisite: MATH 050 or placement.

BA 155 PERSONAL INVESTMENTS
(3 credits)
An in-depth course on investment of personal income with emphasis on investments, including stocks, bonds, mutual funds, banking, annuities, insurance, real estate, estate planning, and taxes.

BA 166 SMALL BUSINESS MANAGEMENT
(3 credits)
Examines practical aspects of management useful in starting and operating small businesses. The student will be assisted in gaining an understanding of personal finance, business regulations, marketing, production, and finance. The use of business planning will be emphasized as a key to successful small business management.

BA 168 RETAIL STORE MANAGEMENT
(3 credits)
The characteristics and significance of retailing are explained, including strategic planning, marketing concepts, merchandise planning and management, aspects of retail business to change, and retail business application of electronic data processing.
BA 204  MONEY AND BANKING (3+0) 3 credits
Basic economic principles most clearly related to the subject of money and banking with topics of interest to bank management. Suggests the practical application of economics of money and banking to the individual bank.

BA 206  ANALYZING FINANCIAL STATEMENTS (3+0) 3 credits
Assists the student in understanding both the characteristics and analysis of financial statements. The first serves as a useful review of the basic accounting principles, and the second assists the student in analyzing financial data and financial statements.

BA 220  ALASKA REAL ESTATE PRACTICES (3+0) 3 credits
Covers local real estate practices that include local licensing law, Landlord Tenant Act, real estate math, subdividing within the cities and the Kenai Peninsula Borough, zoning within the cities, current financing strategies as related to the Alaska Housing Finance Corporation and investigations of tax.

BA 221  REAL ESTATE FINANCING (3+0) 3 credits
Basic financing pertaining to residential housing for members of the real estate industry and related businesses, homeowners, and bank employees.

BA 222  REAL ESTATE INVESTMENT AND TAXATION (3+0) 3 credits
A practical course exploring many of the tax aspects of real estate transactions, investments, and operations. Tax law, problem recognition and solving, and investment planning, as related to real estate, will be emphasized.

BA 223  REAL ESTATE LAW (3+0) 3 credits
A practical course surveying the various kinds of deeds and conveyances, mortgages, leases, rentals, appraisals, and other real estate transactions involving law.

BA 225  REAL ESTATE APPRAISING (3+0) 3 credits
Designed to train students in the techniques and art of real estate appraising. Studies of valuation procedures via the cost, market, and income approach to real estate value. (This course follows the format of the Society of Real Estate Appraisers No. 101 Course.)

BA 231  FUNDAMENTALS OF SUPERVISION (3+0) 3 credits
A basic course in supervising people at work to accomplish organizational goals. Topics include individual motivation, group behavior, conflict and cooperation, sets of leadership, staffing with human resources, giving orders and instructions, appraisal of employee performance, and job analysis.

BA 241  BUSINESS LAW (3+0) 3 credits
Provides a fundamental knowledge of business law principles. Develops a basic understanding of how the judicial process operates, principles of contracts, and property and uniform commercial law.

BA 243  PRINCIPLES OF MARKETING (3+0) 3 credits
Role of marketing in society and economy with the business firm as a marketing system. The total product/package, pricing, distribution, and promotion policies.

BA 256  FINANCIAL PLANNING AND CONTROL (3+0) 3 credits
The overall plan stated in terms of costs and revenue. Foundations for effective budgeting, management tool prerequisites, goals, objectives, programming, structure, accounting system and formal procedures for control. Description of budgeting systems, processes and budget cycle formulation, development, preparation, review, approval, implementation, and control. Prerequisite: ACCT 201, BA 151, or BA 166

BA 280  PRINCIPLES OF MANAGEMENT (3+0) 3 credits
Organization of management, managerial functions in operations, division of responsibility, vertical and horizontal theory, managerial leadership and personnel functions, business control and procedures, management problems.

BIOLOGY

BIO 105  FUNDAMENTALS OF BIOLOGY I (3+3) 4 credits
Principles of living systems: chemical and structural basis; major metabolic mechanisms, reproduction and development; genetics; evolution and diversity; environmental relationships; mechanisms for stability of cells, organisms, and populations. Requires three hours per week in laboratory.

BIO 106  FUNDAMENTALS OF BIOLOGY II (3+3) 4 credits
Phylogeny of plants and animals; animal physiology; ecology and evolution. Requires three hours per week in laboratory. Prerequisite: BIO 105

BIO 111  HUMAN ANATOMY AND PHYSIOLOGY I (3+3) 4 credits
Introduction to human structure and function. The integumentary skeleton, muscular, nervous, and endocrine systems are considered. Requires three hours per week in laboratory. Prerequisite: BIO 111

BIO 112  HUMAN ANATOMY AND PHYSIOLOGY II (3+3) 4 credits
Continuation of BIO 111. Circulatory, respiratory, digestive, excretory, and reproductive systems are considered. Requires three hours per week in laboratory. Prerequisite: CHEM 105 or equivalent

CHEMISTRY

CHEM 105  GENERAL CHEMISTRY I (3+3) 4 credits
An introduction to chemistry including atomic and molecular structure and reactivity, equations, states of matter, chemical calculations, solutions, kinetics, and equilibrium. Requires three hours per week in laboratory. Prerequisite: MATH 105 or equivalent

CHEM 106  GENERAL CHEMISTRY II (3+3) 4 credits
Continuation of CHEM 105 including nuclear chemistry, thermodynamics, electrochemistry, chemistry of selected elements and organic chemistry. Requires three hours per week in laboratory. Prerequisite: CHEM 105 or equivalent

COMPUTER INFORMATION SYSTEMS

CIS 101  INTRODUCTION TO DATA PROCESSING WITH BASIC (3+2) 3 credits
A computer literacy course covering computers, software, information processing, and computer programming in BASIC. The student will have extensive hands-on use of available computer software on micro and large computers in a scheduled supervised lab.

CIS 105  FORTRAN PROGRAMMING (3+0) 3 credits
Training and practice in writing and running programs in the FORTRAN language. Emphasis on problem solving, analysis, flow charting, debugging, documentation. Prerequisite: MATH 105 or permission

CIS 106  BASIC PROGRAMMING (3+0) 3 credits
A comprehensive introduction to the BASIC computer programming language including disk file handling and graphics on large scale and microcomputers. The student will design, write, test, and debug BASIC programs. Prerequisite: CIS 101 or equivalent

CIS 110  INTRODUCTION TO MICROCOMPUTERS (2+2) 3 credits
Provides the student with a survey of microcomputers including hands-on experience with an IBM compatible microcomputer. Coverage includes terminology, hardware and software, with an emphasis on a popular word processing program, spreadsheet program, data management program, and the MS-DOS operating system.

CIS 110A  INTRODUCTION TO MICROCOMPUTERS: DOS AND DATA MANAGEMENT (3+1) 1 credit
This course introduces the student to general features of microcomputer applications. The course is specifically directed toward IBM-PC compatible computers using the MS-DOS operating system. The nature of the MS-DOS operating system and the commands normally used by the user are explored in detail. Prerequisite: CIS 110 or equivalent
CIS 110B  INTRODUCTION TO APPLE COMPUTERS  
(5+1) 1 credit 
Introduction to microcomputing including hands-on experience with the Apple II computer. An overview of business applications will include word processing, electronic spreadsheets, and data base management. An explanation of hardware, software, vocabulary, and some introduction to programming in the BASIC language.

CIS 111  WORDPROCESSING WITH WORDSTAR  
(5+1) 1 credit 
Teaches use of microcomputer wordprocessing using MicroPro's WordStar software. The student will be able to create, modify, format, and print text; merge files with MultiMerge to create form letters and mailing lists; and learn to customize the WordStar software for a dot matrix and/or daisy-wheel printer. Prerequisite: CIS 110A or equivalent

CIS 112  WORDPROCESSING WITH DISPLAYWRITE 3  
(5+1) 1 credit 
Teaches word processing using IBM's DisplayWrite 3 software on an IBM PC compatible microcomputer. The student will be able to create, modify, format, and print text, and merge files. This program closely resembles the dedicated wordprocessor Displaywriter Textpack 6, making cross training the the Displaywriter very easy. Prerequisite: CIS 110A or equivalent

CIS 113  APPLE FOR TEACHERS  
(5+1) 1 credit 
Introduction to Apple and Apple-compatible computers designed for teachers and others wishing to use microcomputers with children. Topics will include operating instructions, care and use of diskettes, choosing and evaluating software, incorporating a computer into classroom activities, and some rudimentary BASIC programming. Prerequisite: CIS 110B or equivalent

CIS 114  INTRODUCTION TO LOGO  
(5+1) 1 credit 
Designed for adults interested in the education of children. Students will work primarily with the commands used in Turtle Graphics, one of the components of the LOGO programming language. Students will also learn some of the commands used in word and list handling in LOGO. Prerequisite: CIS 110B, CIS 113, or equivalent

CIS 115  INTRODUCTION TO PASCAL  
(5+1) 1 credit 
Provides an introduction to programming in the PASCAL language on microcomputers. Prerequisite: programming experience

CIS 116  INTRODUCTION TO DATA BASE MANAGEMENT  
(5+1) 1 credit 
Student will learn to set up and use an electronic filing program with a sample data base: customers, clients, parts, accounts, etc. Practice with indexing function to sort on a variety of criteria, print user-defined reports, and create mailing labels. Prerequisite: CIS 110A or equivalent

CIS 118  LOTUS 1-2-3  
(5+1) 1 credit 
Provides the student with hands-on experience with the popular electronic spreadsheet program, LOTUS 1-2-3. This is an integrated program including spreadsheets, graphics, and data management taught on the IBM compatible, KayPro PC microcomputer. Prerequisite: CIS 110A or equivalent

CIS 138  INTRODUCTION TO TECHNICAL MICROCOMPUTING  
(3+0) 3 credits 
Provides the student with a survey of the field of microcomputers from a technical viewpoint. Coverage includes terminology, number systems, basic microcomputer architecture, assembly language programming, the 8080 bus system and CP/M or MS-DOS operating system. An introduction to the BASIC programming language included. Prerequisite: CIS 101 or permission

CIS 155  APPLICATIONS PROGRAM DEVELOPMENT I  
(3+0) 3 credits 
Introduction to computer programming in business environment including fundamentals of structured program design, development, testing, implementation, and documentation of common business-oriented applications using COBOL. Discussion and applications of topdown design strategies, structured programming techniques and problem-solving solutions. Prerequisite: CIS 101

CIS 190  MICROCOMPUTERS WITH BASIC PROGRAMMING  
(2+2) 3 credits 
Includes applications, vocabulary, hardware, and software. Writing programs in BASIC for microcomputers including techniques of problem analysis, flowcharts, program testing, and debugging. Hands-on use of the Microcomputer including DOS and printer. Prerequisite: MATH 105 or equivalent

CIS 255  APPLICATIONS PROGRAM DEVELOPMENT II  
(3+0) 3 credits 
Structured methodology of program design, development, testing, implementation, and documentation of common business-oriented applications using COBOL. Prerequisite: CIS 155

CIS 260  SYSTEMS ANALYSIS METHODS  
(3+0) 3 credits 
Overview of the system development life cycle. Emphasis on current system documentation through use of both classical and structured tools/techniques for describing process flows, data flows, data structures, file designs, input and output designs, and program specifications. Prerequisite: CIS 155 or CIS 101 and CIS 106

DANCE  

DNCE 101  INTRODUCTION TO DANCE  
(5+3) 2 credits 
Introduction to the art and discipline of dance movement. Classes are geared to the level of the participants. Enhanced physical agility and knowledge of basic dance vocabulary are goals. Three short sections are offered in ballet, modern, and jazz.

DNCE 105  BEGINNING JAZZ DANCE  
(5+3) 2 credits 
Fundamental jazz techniques and combination featuring a variety of styles and music. For men and women.

DNCE 205  INTERMEDIATE JAZZ DANCE  
(5+3) 2 credits 
Development of fundamental jazz techniques and combinations featuring a variety of styles and music. Prerequisite: DNCE 101 or equivalent

DNCE 206  ADVANCED JAZZ DANCE  
(5+3) 2 credits 
Performance-oriented jazz dance emphasizing continued technical development. Prerequisite: DNCE 205 or equivalent

EARLY CHILDHOOD DEVELOPMENT  

ECD 111  A SAFE LEARNING ENVIRONMENT  
(1+0) 1 credit 
This course stresses the importance of a safe learning environment and includes the competencies which enable students to provide a safe environment for young children. Emphasis is placed on the measures necessary to reduce and prevent accidents. Must be taken concurrently with supervised experience in a licensed child care or home visitor center.

ECD 112  A HEALTHY LEARNING ENVIRONMENT  
(1+0) 1 credit 
This course prepares the student to provide a learning environment for young children which is free of factors which may contribute to or cause illness. Must be taken concurrently with supervised experience in a licensed child care center or home visitor center.

ECD 113  LEARNING ENVIRONMENT  
(1+0) 1 credit 
This course emphasizes the arrangement of an environment which is conducive to learning and appropriate to the developmental level and learning style of the children. It includes selection of materials and equipment, room arrangement, and scheduling. Must be taken concurrently with supervised experience in a licensed child care center or home visitor center.

ECD 121  PHYSICAL ACTIVITIES FOR YOUNG CHILDREN  
(1+0) 1 credit 
This course stresses the essentials of planning a center which provides space, materials, equipment, and activities which promote the physical development of children. It includes
scheduling, planning activities, and selection of equipment and materials. Must be taken concurrently with supervised experience in a licensed child care or home visitor center.

ECD 122 COGNITIVE ACTIVITIES FOR YOUNG CHILDREN
(1+0) 1 credit
This course stresses activities and experiences which encourage questioning, exploring, and problem-solving skills which are appropriate for different developmental levels and various learning styles of young children. Must be taken concurrently with supervised experience in a licensed child care or home visitor center.

ECD 123 COMMUNICATIONS
(1+0) 1 credit
This course stresses activities that will help children acquire and use language as a means of communicating their thoughts and feelings. It also includes non-verbal communication and understanding others. This course must be taken concurrently with supervised experience in a licensed child center or home visitor program.

ECD 124 CREATIVE ACTIVITIES FOR YOUNG CHILDREN
(1+0) 1 credit
This course stresses activities which provide a variety of experiences and media that stimulate children to explore and express their creative abilities. This course must be taken concurrently with experience in a licensed child care center or home visitor center.

ECD 125 GUIDANCE AND DISCIPLINE
(1+0) 1 credit
This course presents information and activities the student will use to provide an environment, and/or assist the parent in providing an environment, where children can learn and practice appropriate behavior individually and in a group. This course must be taken concurrently with supervised experience in an instructor-approved child development setting.

ECD 132 SOCIAL SKILLS
(1+0) 1 credit
This course stresses the development of social skills which enable children to function as productive members of a group. Emphasis is placed on the development of mutual respect and cooperative work-play between child/child and child/adult. Must be taken concurrently with supervised experience in a licensed child care center or home visitor center.

ECD 211 SELF
(1+0) 1 credit
This course presents information and activities which the student will use to help each child to know, accept, and take pride in themselves or themselves and to develop a sense of independence. This course must be taken concurrently with supervised experience in either a child development center or a home visitor program.

ECD 221 FAMILIES
(1+0) 1 credit
This course stresses the importance of a positive and productive relationship between families and child development centers. Emphasis is on using this relationship to coordinate the child-rearing efforts of both the family and the classroom. Must be taken concurrently with supervised experience in a licensed child care or home visitor center.

ECD 222 PROGRAM MANAGEMENT
(1+0) 1 credit
This course stresses activities which teach the student to be a program manager who uses all available resources to ensure an effective operation. Emphasis is placed on competent organization, planning, and record keeping. This course must be taken concurrently with supervised experience in a licensed child care center or home visitor program.

ECD 225 PROFESSIONALISM
(1+0) 1 credit
This course emphasizes activities which assist the student to seek out and take advantage of opportunities to improve her/his competence, both for professional growth and for the benefit of children, families, and staff. This course must be taken concurrently with supervised experience in an instructor-approved child development setting.

ECD 289 FINAL ASSESSMENT FOR CHILD DEVELOPMENT ASSOCIATE CREDENTIAL
(1+0) 1 credit
This course stresses the procedures necessary to apply and prepare for final assessment for the CDA credential. It emphasizes the steps in order to become a CDA, who is a person able to meet the specific needs of a group of children in a child development setting by nurturing children's physical, social, emotional, and intellectual growth, by establishing and maintaining a proper child care environment, and by promoting good relationships between parents and the child development center. Must be taken concurrently with supervised experience in a licensed child care or home visitor center.

ECON 101 INTRODUCTION TO CURRENT ECONOMIC PROBLEMS
(3+0) 3 credits
Designed for the student who plans no further work in economics. Focuses on such current economic problems as unemployment, inflation, economic growth, balance of payment, and industrial strikes. Not recommended for students who have already taken ECON 121.

ECON 121 PRINCIPLES OF MACROECONOMICS
(3+0) 3 credits
Introduction to economics, analysis and theory of national income; money and banking; public finance and taxation; economic systems. Primary concentration on the capitalistic system and the United States economy.

ECON 122 PRINCIPLES OF MICROECONOMICS
(3+0) 3 credits
Theory of prices and markets, income distribution, contemporary problems of labor, agriculture, public utilities, international economic relations. Prerequisite: ECON 121.

EDUCATION

ED 150 SURVIVAL TOOLS FOR COLLEGE STUDENTS
(3+0) 3 credits
Designed to increase student's success in college through skills necessary to reach higher educational objectives. Includes memory techniques, time management, library skills, note-taking, reading techniques, test-taking, and more. Prerequisite: English placement at the 068 level.

ED 200A STUDENT TUTOR EDUCATION I
(1+0) 1 credit
The goal of this course is to provide student tutors with skills for successfully working with their fellow students in an academic setting. Seven steps for tutoring are reviewed, and helpful tips for tutoring in different subject areas are discussed. Practical experience for ED 200A is provided by concurrent enrollment in ED 200B. Prerequisite: Average or better speaking, reading, writing, and social skills. Transcript copy showing at least a grade of B in any course the student wishes to tutor must be provided, along with a faculty recommendation for EACH course tutored.

ED 200B STUDENT TUTOR EDUCATION PRACTICUM
(0+2) 1 credit
The goal of this course is to successfully tutor students in an academic setting. ED 200B serves as the practical experience for ED 200A. Prerequisite: ED 200A.

ED 200C STUDENT TUTOR EDUCATION II
(3+0) 3 credits
Continues and expands the practical tutoring experience of ED 200B. Tutor must present credentials that successfully complete an academic setting and must be tutored. Prerequisite: ED 200B.

ED 201 ORIENTATION TO EDUCATION
(3+0) 3 credits
Acquaints the prospective teacher with the nature of teaching, including the scholastic, professional, and personal growth. Includes all aspects of critical effective teaching. Involves practicum time at a variety of educational settings. Open to all students. Required for students majoring or minoring in education.

ED 212 HUMAN DEVELOPMENT AND LEARNING
(3+0) 3 credits
The integrated principles of human growth, development, and learning. Required primarily for students preparing for a career in teaching, but open to others interested in human development and learning. Focus is put on childhood development.

ENGLISH

ENGL 067 SENTENCE STRUCTURE AND COMPOSITION
(3+0) 3 credits
Designed for students who are just beginning their training in composition. Emphasizes a review of grammar, punctuation, sentence structure, and basic writing skills. Students learn to integrate these skills with vocabulary and grammar to create a wide variety of sentences.
ENGL 068 PARAGRAPH/ESSAY COMPOSITION 3 credits
Provides practice in using various forms of paragraph development for specific purposes; and then combining paragraphs into essays. Includes in-depth practice of punctuation skills.

ENGL 107 STUDY READING FOR COLLEGE 3 credits
Intermediate reading course dealing with study skills, study habits, and study reading demanded in college work. Emphasis on flexibility of reading rate, enrichment of vocabulary and increased comprehension.

ENGL 111 COMPOSITION I: METHODS OF WRITTEN COMMUNICATION 3 credits
Introductory instruction in written expression, including clearly written, clear expression, and close analysis of appropriate texts. Prerequisite: Placement Test

ENGL 131 INTRODUCTION TO LITERATURE 3 credits
Introduction to the analysis and appreciation of fiction, drama, and poetry. Useful for students desiring background in literature.

ENGL 201 MASTERPIECES OF WORLD LITERATURE I 3 credits
Students will develop familiarity with and interpret selected masterpieces through the Renaissance. Prerequisite: ENGL 111

ENGL 202 MASTERPIECES OF WORLD LITERATURE II 3 credits
Students will develop familiarity with and interpret selected masterpieces from the Renaissance to the 20th Century. Prerequisite: ENGL 111

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

ENGL 212 COMPOSITION II: TECHNICAL COMMUNICATION 3 credits
This course offers a comprehensive and flexible approach to technical communication. Basic principles are explained, illustrated, and applied to a broad variety of assignments. Exercises parallel the writing demands students will face in college and on the job. Prerequisite: ENGL 111, sophomore standing

ENGL 213 COMPOSITION II: INTERMEDIATE COMPOSITION 3 credits
Instruction in writing through analysis of expository prose from the social and natural sciences. This course develops writing skills which are applicable to a broad range of college and career requirements. Research paper required. Prerequisite: ENGL 111, sophomore standing

ENGL 260A CREATIVE WRITING: SHORT STORY 1 credit
Short story writing is the first module of the Creative Writing course. Students will learn short story writing techniques in a writing workshop environment. Narration, characterization, description, setting, point-of-view, and thematic techniques of short story writing will be presented and students will write, revise, and present creative efforts to the class. Class meets first five weeks of semester.

ENGL 260B CREATIVE WRITING: POETRY 1 credit
Poetry writing is the second module of the Creative Writing course. Students will learn poetry techniques in a writing workshop environment. Imagery, figurative language, alliteration, assonance, line, sound, and rhythm techniques will be presented; and students will write, revise, and present creative efforts to the class. Class meets second five weeks of semester.

ENGL 260C CREATIVE WRITING: DRAMA 1 credit
Drama writing is the third module of the Creative Writing course. Students will learn playwriting techniques in a writing workshop environment. Plotting, characterization, dialogue, stage directions, and story techniques will be presented; and students will write, revise, and present a one-act script to the class. Class meets third five weeks of semester. ENGL 260A recommended but not required.

ELECTRONICS TECHNOLOGY

ET 101 BASIC ELECTRONICS: DC PHYSICS 4 credits
Course assumes no previous knowledge of electronics and prepares the student for further study. Subjects included are basic principles of electricity, direct current and practice, magnetism, and use of test equipment. Prerequisite: MATH 055 or equivalent.

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

ET 125 PRINCIPLES OF LOGIC AND GATING 4 credits
Develops basic logic circuits, including AND, OR, NOT, NAND, NOR, exclusive OR, and exclusive AND gates. Also covers logic simplification techniques. Also covers logic gates and ICs. Prerequisite: Basic algebra skills

ET 131 FUNDAMENTALS OF ELECTRICITY 3 credits
A first course in electricity for the non-electronics major. Covers basic DC and AC theory including series, parallel, and series-parallel circuits, reactance, impedance, and selected circuit analysis techniques. The lab will emphasize practical measurement and understanding of these principles. Prerequisite: MATH 055 or equivalent

ET 200 RESIDENTIAL WIRING 3 credits
Designed for those who want to wire their own homes or just understand more about electrical wiring. AC and DC theory, practical wiring including feeder and branch circuits, low voltage wiring and alarm systems.

ET 206 ELECTRONIC INDUSTRIAL INSTRUMENTATION 3 credits
Installation, maintenance, and repair of industrial electronic process control instrumentation. Practical experience in troubleshooting, calibration, and alignment. Concurrent enrollment in or completion of ET 245 or instructor permission required.

ET 207 ROTATING MACHINERY 3 credits
Theory of operation of DC motors and generators, AC single-phase motors and generators, AC polyphase motors. Course includes operating characteristics of the devices stressing application. Prerequisite: ET 102

ET 210 COMMUNICATION TECHNIQUES 3 credits
Basic communication theory as applied to AM, FM, SSB, receivers, and transmitters including television. Designed for students interested in obtaining an FCC license. Prerequisite: ET 245 or permission

ET 230 APPLICATION OF INTEGRATED CIRCUITS 3 credits
Coverage includes characteristics and interfacing information on TTL, ECL, and CMOS devices with emphasis on MSI and LSI chips. Microprocessor interfacing conversion will be covered. Prerequisite: ET 125

ET 231 MICROCOMPUTER INTERFACING 3 credits
Deals with the problems of communication between the computer operating system environment and the real-time, outside world. Topics specifically covered include serial communication, analog/digital and digital/analog conversion, discrete input/output multiplexing, and bus architecture. Prerequisite: CIS 138 and ET 230

ET 235 COMPUTER PERIPHERAL DEVICES 4 credits
Instruction in the maintenance and calibration of computer peripherals including floppy disk drives, printers, hard disk drives, and terminals. Use of specialized test equipment will be covered. Prerequisite: ET 230

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SURVEYS

HIST 115 ALASKA: LAND AND PEOPLE
(3+0) 3 credits
A survey of Alaska from earliest days to present, its peoples, problems, and prospects.

HIST 131 HISTORY OF THE UNITED STATES I
(3+0) 3 credits
Discovery and exploration, colonial period, revolution, the Constitution, Federal Period, Jeffersonian-Jacksonian democracy, the west, sectionalism, slavery, abolitionism, American culture, and the Civil War.

HIST 132 HISTORY OF THE UNITED STATES II
(3+0) 3 credits
Reconstruction of the South, Far West, the growth of industry and labor, the Gilded Age, imperialism, progressivism, World War I, the "Rearing Twenties", the Depression, isolationism, World War II, Cold War, modern American society, and the Vietnam period.

HIST 257 GOLD RUSH ERA: ALASKA AND THE YUKON
(3+0) 3 credits
Western United States, Canada, and Alaska will be studied in detail to determine their significance as a part of the overall evolution of the Yukon-Alaska gold rush during the period of 1846-1920. California, Oregon, Washington, and British Columbia stampede activities will be considered as an introduction leading to the culmination of the gold rush era of the Yukon and Alaska.

HEALTH SCIENCE

HS 203 NORMAL NUTRITION
(3+0) 3 credits
Introduction to basic nutritional needs and the sociocultural factors that influence an individual's ability to meet these needs. Strategies to be considered in promoting adequate nutrition are explored. Current trends and cultural implications in food selection and preparation are explored.

LINGUISTICS

LING 101 THE NATURE OF LANGUAGE
(3+0) 3 credits
A beginning course in the study of language. An introduction to the systematic analysis of human language and the description of its grammatical structure, distribution, and diversity.

MATH 050 MATH MODULES
(0+15) 5 credits
This is a five-credit course divided into half-credit modules, which may either be taken together as a block or separately. Together, these modules cover arithmetic skills as a prelude to a beginning algebra course.

MATH 050A WHOLE NUMBERS
.5 credits
Provide basic instruction in addition, subtraction, multiplication, and division of whole numbers.

MATH 050B FRACTIONS
.5 credits
Develops skill in addition, subtraction, multiplication, and division of fractions, and reviews the use of reciprocals, least common denominators, and mixed numerals.
MATH 050C  DECIMALS  .5 credit
Designed to improve skills in addition, subtraction, multiplication, and division
of decimals, and reviews converting fractions to decimals.

MATH 050D  RATIO AND PROPORTION/PERCENT  .5 credit
Introduction to ratios, proportions, finding rate, interpreting, and using percent in
proportions and formulas, applications of percent, and converting percent to fractional
and decimal notation.

MATH 050E  GEOMETRY/MEASUREMENT SYSTEMS  .5 credit
Covers both the English and the Metric systems of units and conversions between the two.
Also includes the geometry of angles, perimeters, area, volumes, and similar triangles
with emphasis on the use of these formulas to solve problems.

MATH 050F  PREPARING FOR ALGEBRA  .5 credit
Introduces the use of signed numbers and covers the operations of addition, subtraction,
multiplication, and division of signed numbers. It will cover the commutative and
associative properties and their uses and powers of signed numbers.

MATH 050G  VARIABLE EXPRESSIONS AND POLYNOMIAL SIMPLIFICATION  .5 credit
A study of operations with polynomial expressions including addition, subtraction,
multiplication, and division of polynomials in one and several variables. It covers the
distributive rule, evaluating expressions, and evaluating formulas.

MATH 050H  EXPONENTS AND RADICALS  .5 credit
The study of the rules of exponents, including negative and zero exponents. Also covers
square roots and radicals, and the basic operations using them.

MATH 050I  SOLVING EQUATIONS  .5 credit
A study of the steps involved in solving single variable linear equations using field
properties and the arithmetic of real numbers. Included are equations of one, two, and
three steps, equations containing parentheses, and the translation of sentences into
equations.

MATH 050J  WORD PROBLEMS  .5 credit
A study of the various applications of algebra to real life situations. Included are
problems in rate, time and distance, mixtures, lever, and finance.

MATH 055  ELEMENTARY ALGEBRA  (3+0)  3 credits
Introduces students to basic concepts of algebra. Those concepts include variables, linear
equations and inequalities, polynomials, factoring, rational expressions, set notation,
graphing and linear systems, and radical expressions. Prerequisite: MATH 050 or
placement testing.

MATH 101  TECHNICAL MATHEMATICS  (3+0)  3 credits
Provides mathematical skills for those students enrolled in technical and vocational
programs. Topics include basic arithmetic, operations with signed numbers, solving
equations with one and two variables, formula evaluation and rearrangement, introduction
to trigonometry, right triangle trigonometry, and solving job-related mathematical problems.
Prerequisite: MATH 055 level or above.

MATH 105  INTERMEDIATE ALGEBRA  (3+0)  3 credits
Covers the review and extension of set notations, basic operations with polynomials,
solving equations and inequalities, factoring, and system of equations. Irrational and
complex numbers are developed through solution of quadratic functions, and polynomial
functions of and equations for the conic sections. Prerequisite: MATH 050 or placement.

MATH 107  COLLEGE ALGEBRA  (3+0)  3 credits
Review of basic concepts of algebra including sets, operations, real numbers, exponents,
radicals, polynomials, equations, and inequalities. Teaches curve-sketching and theory of
equations, logarithmic and exponential functions, complex number operations, matrices
determinants, and sequences. Prerequisite: MATH 105 with grade C or better or placement.

MATH 108  TRIGONOMETRY  (3+0)  3 credits
A study of plane trigonometric functions through the right triangle approach. Topics
included are angle measure in degrees and radians, graphs, fundamental and composite
identities, solutions to right and oblique triangles, inverse trigonometric functions,
logarithmic and exponential functions, complex numbers and DeMoivre’s Theorem, and
graphing in the polar coordinate system. Prerequisite: MATH 105 with grade C or better or
placement.

MATH 200  CALCULUS I  (4+0)  4 credits
Review functions of analytic geometry, limits, derivative of rational algebraic functions,
curve sketching, basic integration of power functions, the definite integral, and
applications of differentiation and integration. Prerequisite: MATH 107 and MATH 108.

MATH 201  CALCULUS II  (4+0)  4 credits
Includes differentiation and integration of exponential, logarithmic, trigonometric, and
hyperbolic functions. Also covers conic sections and infinite series and provides
computation practice in parametric equations, polar coordinates, volumes and surface
areas of solids, and other applications of the definite integral. Prerequisite: MATH 200
with grade C or better or placement.

MATH 246  MODERN MATH CONCEPTS FOR ELEMENTARY SCHOOL  (3 credits)
Application of the following topics in the elementary classroom: problem solving, metric
measure, real number operations, geometry, probability theory, calculators, and
computers. Included are uses of appropriate materials for teaching these concepts at K-8
levels.

MECHANICAL TECHNOLOGY

MECH 101  INTRODUCTION TO MACHINE SHOP  (2+4)  4 credits
Introduces students to basic machine shop practice. Safety, precision measurement,
machining, and bench work will be taught along with basic operation of the lathe, vertical
mill, radial drill, hand saw, cut-off saw, and drill press.

MECH 102  INTERMEDIATE MACHINE SHOP  (2+4)  4 credits
A continuation of shop experience to include carbide tools, tapers, gears, broaching,
reaming, and fits. More complex shop projects will be completed by students.
Prerequisite: MECH 101 or permission.

MECH 105  BEARINGS, LUBRICATION, AND HYDRAULICS  (2+2)  3 credits
Includes an introduction to bearings, lubrication, and basic hydraulics. Prerequisite:
MECH 101 or permission.

MECH 110  RECIPROCATING ENGINES  (2+2)  3 credits
Theory and application of reciprocating engines and their auxiliary systems. Disassembly
and reassembly of engines. Regular maintenance routines. Primarily oriented toward
large diesel and natural gas stationary engines. Prerequisite: MECH 101 and MECH 105.

MECH 120  PUMPS  (2+2)  3 credits
Operations, maintenance, commissioning and troubleshooting of centrifugal and positive
displacement pumps. Disassembly and reassembly of pumps, bearings, packing, and
mechanical seals. Prerequisite: MECH 101, MECH 101, MECH 105.

MECH 130  DYNAMIC COMPRESSORS  (2+2)  3 credits
Theory of operation, maintenance, and troubleshooting of centrifugal and axial flow
compressors and their auxiliary systems. Prerequisite: MECH 101, MECH 101, MECH 105.

MECH 131  POSITIVE DISPLACEMENT COMPRESSORS  (2+2)  3 credits
Theory of operation, maintenance, and troubleshooting of reciprocating, screw, rotary
vane, and sliding vane compressors and their auxiliary systems. Prerequisite: MECH
101, MECH 101, MECH 105.

MECH 201  ADVANCED MACHINE SHOP  (3+0)  4 credits
Projects will be completed by students to include surface grinding, heat treatment of
metals, hardness testing, and jigs and fixtures with a continued emphasis on safety.
Prerequisite: MECH 102 or permission.

MECH 251  INDUSTRIAL ELECTRICITY  (2+2)  3 credits
Course introduces the student to basic DC and AC circuits. Power calculations and
transformations are studied with emphasis on single-phase transformers and induction
motors.
MECH 265 COMBUSTION GAS TURBINES
(2+2) 3 credits
Operations, maintenance, and troubleshooting of gas turbine engines and their auxiliary systems. Disassembly and reassembly of engines. Prerequisite: MATH 101, MECH 101, 105, 130

MECH 266 STEAM TURBINES
(2+2) 3 credits
Operations, maintenance, and troubleshooting of single and multiple stage steam turbines and their auxiliary systems. Prerequisite: MATH 101, MECH 101 and 105

MECH 271 COUPLINGS AND ALIGNMENT
(2+2) 3 credits
Machinery alignment using face- rim, reverse indicator, and optical methods on single and multiple- train machinery. Principles and troubleshooting rigid and flexible machinery couplings. Prerequisite: MATH 101, MECH 101 and MECH 120

MECH 272 VIBRATIONS AND BALANCING
(2+2) 3 credits
Fundamentals of vibration analysis on rotating machinery. Shop and field balancing of rotating elements. Theory and application of balancing machines and instrumentation. Prerequisite: MATH 101, MECH 105, ET 151

MECH 286 FUNDAMENTALS OF CORROSION
(2+2) 3 credits
Introduction to corrosion mechanisms and methods of mitigating its effects. Prerequisite: MECH 101 and ET 151

MUSIC

MUS 131 MUSIC THEORY I
(3+o) 3 credits
Examination of music fundamentals; music listening, writing, and analysis. No previous music training necessary.

MUS 132 MUSIC THEORY II
(3+o) 3 credits
Continuation of MUS 131 with emphasis on part writing and melody harmonization. Non-harmonic tones and simple modulation. Development of keyboard skills. Prerequisite: MUS 131 or permission of instructor

MUS 145 VOCAL TECHNIQUES I
(5+3) 2 credits
Vocal techniques using theater songs and folk music, designed to take the student from where he/she is vocally and improve his/her skills as a performer and a musician.

MUS 245 VOCAL TECHNIQUES II
(5+3) 2 credits
Continuation of MUS 145. Prerequisite MUS 145 or permission

OFFICE OCCUPATIONS

OO 101A TYPING I - KEYBOARDING
(0+2) 1 credit
May be used as an introductory keyboarding course for those with no previous typing experience or as a review course for those who have not mastered touch typing.

OO 102 TYPING II
(1+4) 3 credits
Speed and accuracy development and application of typewriting skills to special letter problems, tabulation, manuscripts, and other office typing problems. Prerequisite: 00 101A or 1 year of typing

OO 109 TYPING SKILLBUILDING
(0+2) 1 credit
Typewriting skills to improve speed and/or accuracy in straight-copy typing. An open-entry, individualized course designed for students who have mastered touch typing of the alphabet keys.

OO 110 CALCULATING MACHINES
(0+2) 1 credit
Basic operation of electronic calculators and their applications in solving business problems.

OO 120 BUSINESS ENGLISH
(3+0) 3 credits
Develops skills in English fundamentals with emphasis on language usage. Intensive study of grammar, punctuation, capitalization, spelling, word usage, and sentence structure. Prerequisite: ENGL 068 or ENGL 111 level

OO 130 SHORTHAND I - GREGG
(3+2) 4 credits
GREGG Shorthand, Series 90. Beginning shorthand for secretarial students. Theory and reading practice for students who have no training in GREGG shorthand.

OO 132 SHORTHAND II - GREGG
(3+2) 4 credits
Reinforces basic GREGG principles; emphasis upon speed dictation; transcriber introduced. Prerequisite: 00 130 or equivalent

OO 150 BOOKKEEPING FOR BUSINESS
(3+0) 3 credits
Provides an understanding of the fundamentals of accounting and the accounting cycle in elementary form. Topics include use of general and special journals, general and subsidiary ledgers, worksheets, financial statements, adjusting and closing entries, and payroll.

OO 170 SECRETARIAL PROCEDURES
(3+0) 3 credits
Duties and responsibilities of the secretary in areas such as filing, telephone communications, meeting the public, office supplies, work planning, and mail handling; helping in such areas as meetings, making travel arrangements, records management, human relations in the office, office communications, and secretarial planning. Prerequisite: 00 101 or equivalent

OO 203 TYPING III
(1+4) 3 credits
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. Prerequisite: 00 102 or equivalent

OO 220 BUSINESS COMMUNICATIONS
(3+0) 3 credits
Applies techniques of written communication to situations that require problem solving and an understanding of human relations. Students will compose and evaluate the various kinds of communications that commonly pass between a business and its associates, customers, and dealers. Includes interoffice memoranda, letters, and reports. Prerequisite: ENGL 111 and typing

OO 230 MACHINE TRANSCRIPTION
(1+4) 3 credits
Develop proficiency in use of machine transcriber with emphasis on marketable transcripts and speed of transcription. Prerequisite: 00 102 or 40 wpm typing speed

OO 231 MEDICAL TRANSCRIPTION
(1+4) 3 credits
Accuracy and speed in transcribing medical dictation. Ability to produce accurate medical data through a broad knowledge of medical terms, drugs, and instruments, as well as acceptable initials and abbreviations for medical terminology. Also familiarity with various types of medical reports and records. Prerequisite: 00 102 or 40 wpm typing speed

OO 232 LEGAL TRANSCRIPTION
(1+4) 3 credits
Machine transcription of client and court documents prepared in the law office. Prerequisite: 00 102 or equivalent

OO 245 WORDPROCESSING - IBM DISPLAYWRITER
(1+4) 3 credits
Training of IBM Displaywriter system. Introduction to basic principles of wordprocessing and development of skill and confidence using a term- editing machine. Students work individually at their own pace. Prerequisite: 00 102, 00 103, or 50 wpm typing speed

OO 252 IBM DISPLAYWRITER - REPORTPACK
(1+4) 3 credits
Students who have completed 00 245 will continue training in records processing on the IBM Displaywriter using Reportpack. Individual projects will be selected for additional training. Prerequisite: 00 245
PETR 105  PETROLEUM SCIENCE I  
(3+0)  3 credits
Survey of the physical and chemical properties of hydrocarbon gases and liquids. Introduction to fluid flow as applied in processing including head, friction, and fluid power. Introduction to basic unit processes such as two-phase and three-phase separation. Prerequisite: PETR 105 or permission.

PETR 106  PETROLEUM SCIENCE II  
(3+0)  3 credits
Basic heat and material balances as encountered in surface processing operations. Applications of hydrocarbon properties to specific process material balances. Operation of gas-oil separators, gas dehydration equipment, fired heaters and boilers, and cryogenic natural gas processing. Prerequisite: PETR 105 or permission.

PETR 120  SURFACE OILFIELD EQUIPMENT I  
(3+0)  3 credits
Specializes in oilfield equipment and terminology for drilling-related activities.

PETR 121  SURFACE OILFIELD EQUIPMENT II  
(3+0)  3 credits
Continuation of PETR 120. Emphasis on post-drilling operations such as well stimulation fundamentals, well logging and wireline procedures, knowledge of waterflood and gas lift procedures and equipment, introduction to fishing and directional drilling. Prerequisite: PETR 120 or permission.

PETR 140  INDUSTRIAL PROCESS INSTRUMENTATION I  
(3+0)  3 credits
Subjects covered will be the physics of pressure, temperature, level, flow; mechanical and electrical aspects of instruments used to control dynamics of processes. Also covered: dynamics of automatic control including proportional control, automatic reset, derivative action and integral timing. Prerequisite: Math and Reading placement.

PETR 142  PROCESS INSTRUMENTATION FOR ENGINEERS  
(3+0)  3 credits
Process instrumentation for the mechanical or chemical engineer who desires exposure to the functions of automatic control systems in the modern dynamic process plant. A familiarization in today's industry. Prerequisite: Instructor permission.

PETR 144  INDUSTRIAL PROCESS INSTRUMENTATION II  
(1+6)  3 credits
Continuation of PETR 140, but places emphasis on repair, maintenance, and calibration, as well as hands-on physical training on a wide variety of process instruments. Completion of many remaining chapters from PETR 140 textbook pertinent to related classes. Prerequisite: PETR 140 with C grade or better.

PETR 150  MECHANICAL DRAFTING FOR THE PETROLEUM INDUSTRY  
(2+3)  3 credits
Introductory course covering sketching, mechanical and process piping drafting, with main emphasis on process piping symbols and flow systems used in the petrochemical industry.

PETR 155  BLUEPRINT READING  
(3+0)  3 credits
Blueprint reading is a basic course covering machine, welding, architectural, instrumentation, hydraulic, and process flow drawings. Frecked sketching of simple mechanical and flow diagrams will be done.

PH S 101  PHYSICAL SCIENCE I  
(3+3)  4 credits
Designed to expose the students to basic concepts in physics. The student is presented with general knowledge of science rather than an in-depth study of any one field. Prerequisite: MATH 055 or permission.

PH S 102  PHYSICAL SCIENCE II  
(3+3)  4 credits
Designed to expose the students to the basic concepts in chemistry, astronomy, meteorology, and geology. Students are presented with general knowledge of science and.
rather than in-depth study of any one field. The material is presented in such a way as to show the interrelatedness and interdependence of these scientific fields. Prerequisite: MATH 055 level

PHILOSOPHY

PHIL 201 INTRODUCTION TO PHILOSOPHY
(3+0) 3 credits
An examination of the metaphysics, cosmology, ethics, and politics of the great thinkers representative of the major epochs in Western civilization.

PHYSICS

PHYS 103 COLLEGE PHYSICS I
(3+3) 4 credits
Classical mechanics and thermodynamics. Prerequisite: MATH 107 or taking concurrently

PHYS 104 COLLEGE PHYSICS II
(3+3) 4 credits
Electricity, magnetism, optics, and an introduction to modern physics. Prerequisite: PHYS 103

POLITICAL SCIENCE

PS 101 INTRODUCTION TO AMERICAN GOVERNMENT
(3+0) 3 credits

PS 211 STATE AND LOCAL GOVERNMENT
(3+0) 3 credits
Organization and politics of state and local government in the United States. The Alaska Constitution, problems of statehood in Alaska. Prerequisite: PS 101 or permission

PSYCHOLOGY

PSY 101 INTRODUCTION TO PSYCHOLOGY I
(3+0) 3 credits
Fundamentals of general psychology and human behavior. Topics included are: overview of field, physiology, genetics, learning, memory, language, emotions, motivation, and personality.

PSY 102 INTRODUCTION TO PSYCHOLOGY II
(3+0) 3 credits
Continuation of the survey of general psychology and human behavior. Topics included are: developmental sensation, perception, abnormal behavior, clinical (therapy), social psychology, intelligence and personality testing, and statistics.

PSY 150 HUMAN GROWTH AND DEVELOPMENT
(3+0) 3 credits
Focuses on the theoretical physical, cognitive, intellectual, personality, and social aspects of human development. Includes an investigation of the human life span from birth to aging. Prerequisite: PSY 101 or permission

PSY 153 HUMAN RELATIONS
(3+0) 3 credits
An exploration of feelings, attitudes, and behaviors affecting interpersonal relationships in all areas of life, with an emphasis upon in-class experience designed to increase self-awareness, build self-esteem, and enhance relationship skill.

PSY 213 PSYCHOLOGY OF WOMEN
(3+0) 3 credits
This course invites the participant to examine the traditional sex roles and to define women in contemporary society. Classes will include theory presentations as well as experiential exercises.

PSY 223 INTRODUCTION TO COUNSELING FOR PARAPROFESSIONALS
(3+0) 3 credits
Fundamentals and theoretical constructs of counseling which are applicable to effective interpersonal interactions. Major emphasis on role playing using tapes, making referrals, how to assist professionals, administering tests, and awareness of verbal and non-verbal communication.

PSY 230 PSYCHOLOGY OF ADJUSTMENT
(3+0) 3 credits
A study of the sources and problems of stress. Self-esteem and interpersonal relationships will be examined through this perspective of personal coping skills. Emphasis on taking control of one's life.

PSY 245 CHILD DEVELOPMENT
(3+0) 3 credits
A study of the physical, emotional, cognitive, and social aspects of a child's development from the prenatal period to the beginning of adolescence. Theoretical view of development and the effects of genetics, the environment, and socialization. Prerequisite: PSY 101 or permission

PSY 265 ABNORMAL PSYCHOLOGY
(3+0) 3 credits
Covers various perspectives of abnormal psychological behavior. Students will examine the multiple causes of abnormal behavior. Includes personality disorders, schizophrenia, organic mental disorders, mental retardation, childhood and adolescent disorders, and addictive disorders. Clinical assessment and treatment of these behaviors will be examined. Prerequisite: PSY 101 or permission

RUSSIAN

RUSS 103 BEGINNING RUSSIAN
(3+2) 4 credits
An introduction to Russian conversational skills, basic grammar, vocabulary, useful expansions, and Russian culture.

RUSS 104 BEGINNING RUSSIAN
(3+2) 4 credits
Continuation of RUSS 103

SOCIOLOGY

SOC 101 INTRODUCTION TO SOCIOLOGY
(3+0) 3 credits
Introduction to the science of man as a social animal, emphasizing the social processes which give rise to and shape man's language, experiences, perception, meaning and behavior. An attempt is made to construct an interaction framework to be used in understanding and predicting human behavior.

SOC 102 INTRODUCTION TO SOCIOLOGY
(3+0) 3 credits
Expansion of sociological concepts introduced in SOC 101 through application to the institution of family, economy, politics, education, religion, and major social trends. Prerequisite: SOC 101

SPANISH

SPAN 101 BEGINNING SPANISH
(3+2) 4 credits
An introduction to the Spanish language including fundamental training in speaking, comprehension, reading, and writing of Spanish; as well as building a basic foundation of vocabulary. Oral practice is emphasized.

SPEECH

SPCH 111 FUNDAMENTALS OF ORAL COMMUNICATION
(3+0) 3 credits
An introduction to the theory and practice of the processes of interpersonal, group, and public communication; focusing on the effective elements of language and culture.

THEATRE

THR 101 THEATRE PRACTICUM
(1+3) 1 credit
Participation as cast or crew of a theatrical production; hours variable, depending on responsibilities assigned; course work matches the rehearsal/production schedule of the production. Practical, experiential training in theatre.
WELD 101 INTRODUCTION TO GAS WELDING, CUTTING, SHIELD ARC WELDING
(2+4) A combination course for the beginner. Student will be able to demonstrate basic gas and arc welds, and torch cutting. Information will be given on arc selector safety and metal identification.

WELD 110 GAS WELDING AND CUTTING
(1+3) Combustion characteristics and heat values of fuel gases, design of gas using equipment, hazards, and safety. Practice in welding with torches. Cutting and welding with acetylene in all positions. Automatic and shapecutting machines.

WELD 112 SHIELDED METAL ARC WELDING

WELD 113 LAYOUT, FITTING, AND FABRICATION
(2+6) Grades of steel available and their preferred uses, standard shapes, weights, use of steel suppliers handbooks. Cost calculations and general structural and piping projects will be fabricated in lab.

WELD 114 WELDING OF HIGH STRENGTH STEELS
(2+6) Metallurgy of low hydrogen high strength steels. Preheating, flame straightening. Welding procedures and all position welding practices on low hydrogen and on deep penetrating fast freeze electrodes of the 6010, 7018, and 8018 types. Welding to Natural Code Standards. Prerequisite: WELD 112 or permission

WELD 115 INTRODUCTION TO PIPE WELDING
(2+4) Pipe classification by grade, size, and wall thickness, pipe joints, and layout. Practice with manual electrodes on pipe, vertically up and down. Prerequisite: WELD 114 or permission

WELD 122 ADVANCED PIPE WELDING
(2+6) Continuation of pipe layout welding vertically up to an ASME standard with low hydrogen and XX10 electrodes. Choice of continuation of vertical down methods. Prerequisite: WELD 121 or permission

WELD 125 BLUEPRINT READING FOR WELDERS
(3+0) Basic course covering structural, piping, and fabricated components that are welded. Pencil sketching of objects and projects will be done throughout the course. Welding symbols and their applications will be stressed.
FULL-TIME FACULTY

BORAAKS, ALAN - Anthropology, Geology  
B.A., University of Minnesota  
M.A., University of Toronto  
Ph.D., Oregon State University

BRAZIER, LYNDAM - Computer Science  
B.S., University of Texas, Permian Basin

CLARK, DAYNE - Business Administration  
B.A., The College of Idaho  
M.B.A., Boise State University

CLAUSEN, MARY ETHEL - Librarian  
B.A. Baldwin-Wallace College  
M.A., Roosevelt University  
M.A., University of Washington

DAVIS, DEBBY C. - Counselor  
B.S., The College of Idaho  
M.Ed., The College of Idaho

FORBES, DAVID W. - English, Reading  
B.A., Alaska Methodist University  
M.Ed., University of Alaska, Anchorage

FREEBURG, GARY L. - Art  
B.F.A., Mankato State University  
M.F.A., University of Iowa

HANRAHAN, DAVID - Petroleum Technology  
B.S., Northern Illinois University  
M.S., Iowa State University

HAYS, MARJORIE - Psychology, Sociology  
B.A., Sterling College  
M.A., Miami University  
Ph.D., Walden University

HORNE, DAVID E. - Natural Science, Chemistry  
B.S., Sam Houston State University  
Ph.D., Washington State University

HOUTZ, ALLEN - Petroleum Technology  
B.S., Washington State University

JACOBS, SCOTT R. - Business Administration  
B.A., University of Illinois  
B.S., University of Minnesota  
M.A., University of Minnesota

MILLER, FRITZ - Welding Technology  
B.S., Oregon State University  
Journeyman Welder

MORRIS, PATRICIA K. - Office Occupations  
A.A., Compton College  
B.A., Linfield College  
M.A., Oregon State University

MORRIS, ROCHELLE - Office Occupations  
B.A., Westminster College  
M.A., Alaska Pacific University

MORRISON, JAMES H. - Counselor  
B.A., Mt. Angel Seminary College  
M.A., Alaska Methodist University

NOBLE, PATRICIA A. - Office Occupations  
A.A., Long Beach City College  
B.A., California State College

O'BRIEN, DREW - Mechanics Technology  
A.A.S., Nashville Auto-Diesel-Welding  
A.A.S., Boise Junior College  
Journeyman Machinist

ODELL, KATHLEEN - English, Speech, Education  
B.A.Ed., Southern Illinois University  
M.S.Ed., Southern Illinois University  
Ph.D., University of Oregon

PHILLIPS, WILLIAM J. - Computer Science  
A.A.S., Indiana Vocational Technical College  
B.B.A., University of Cincinnati  
M.Ed., Ohio University, Athens

PORTER, BRUCE - Electronics Technology  
A.A., University of Akron  
B.S., University of Akron

SCHOTT, HANNA - Mathematics, Computer Science  
B.A., Central Washington State College  
M.A.T., Central Washington University

SHAFFER, BOYD - Art, Biology  
The Sorbonne

STEFFY, GINGER I. - Physics, Mathematics  
B.S., Indiana University of Pennsylvania  
M.S., Indiana University of Pennsylvania  
Division Chair: Arts and Sciences

TRESSLER, FORREST R. - Petroleum Technology  
B.S., Oregon State University  
Division Chair: Business and Industry

WOOD, DWIGHT - Petroleum Technology  
B.A., Incarnate Word College
COMMUNITY COLLEGE COUNCIL

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David Carey
Annetta Gillespie
Roger Holl
James McConnell
Mark Necessary
Gail Phillips
Alex Shadura
Lester Vierra

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Dolores McGillis
Dennis Simmons
Ginger Steffy
Carol Swartz
Forrest Tressler
Marci Zimmerman

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Campus President

Marci Zimmerman
Fiscal Officer

Dennis Simmons
Community Relations Director

Carol Swartz
Director, Kachemak Bay Branch

UNIVERSITY OF ALASKA
STATEWIDE ADMINISTRATION

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President

Dr. Marvin Looney
Chancellor, Southcentral Unit

Dr. Marshall Lind
Chancellor, Southeast Unit

Dr. Patrick J. O'Rourke
Chancellor, Northern Unit

Dr. Donald Behrend
Provost and Vice President of Academic Affairs
FULL-TIME FACULTY AND STAFF

BRAZIER, LYNDA 204B
CLARK, DAYNE 204C
HANRAHAN, DAVID 204D
JACOBS, SCOTT 204E
PORTER, BRUCE 205A
TRESSLER, FORREST 204F

BORAAS, ALAN 207A
DORCAS, KAREN 207E
FORBES, DAVID 207K
HAYS, MARJORIE 207J
HORNE, DAVID 207F
HOUTZ, ALLEN 207H
ODELL, KATHLEEN 207L
PHILLIPS, WILLIAM 207I
SCHOTT, HANNA 207B
STEFFY, GINGER 207C
WOOD, DWIGHT 207G
Kenai Peninsula College is a campus within the University of Alaska's statewide system of higher education and operates in cooperation with the Kenai Peninsula Borough School District.

Kenai Peninsula College is fully and independently accredited by the Northwest Association of Schools and Colleges.

It is the policy of the University of Alaska to provide equal educational and employment opportunities and to provide services and benefits to all students and employees without regard to race, color, religion, national origin, sex, age, physical handicap, or veteran status.

This policy is in accordance with the laws enforced by the Department of Education and the Department of Labor, including Presidential Executive Order 11246 as amended, Title VI and VII of the Educational Amendment of 1972, Title 41, pans 60-1, 60-2, 60-3, and 60-50; Sections 799 A and 845 of the Public Health Service Act where applicable, Section 504 of the Rehabilitation Act; and Alaska Statute 18.90.220.

Inquiries regarding the application of these and other regulations should be directed either to the Affirmative Action Officer of the University of Alaska or to the Office of Civil Rights, Department of Health and Human Services, Washington, D.C.

In case the operations of Kenai Peninsula College are adversely affected by war, riot, act of nature, action of civil authority, strike, or other emergency condition, the College reserves the right to take action to curtail part or all of its operations, including action to cancel classes and action to discontinue services. In any case in which a significant curtailment is judged proper by the College, Kenai Peninsula College's liability shall be limited to (at most) a refund of tuition and fees paid.
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