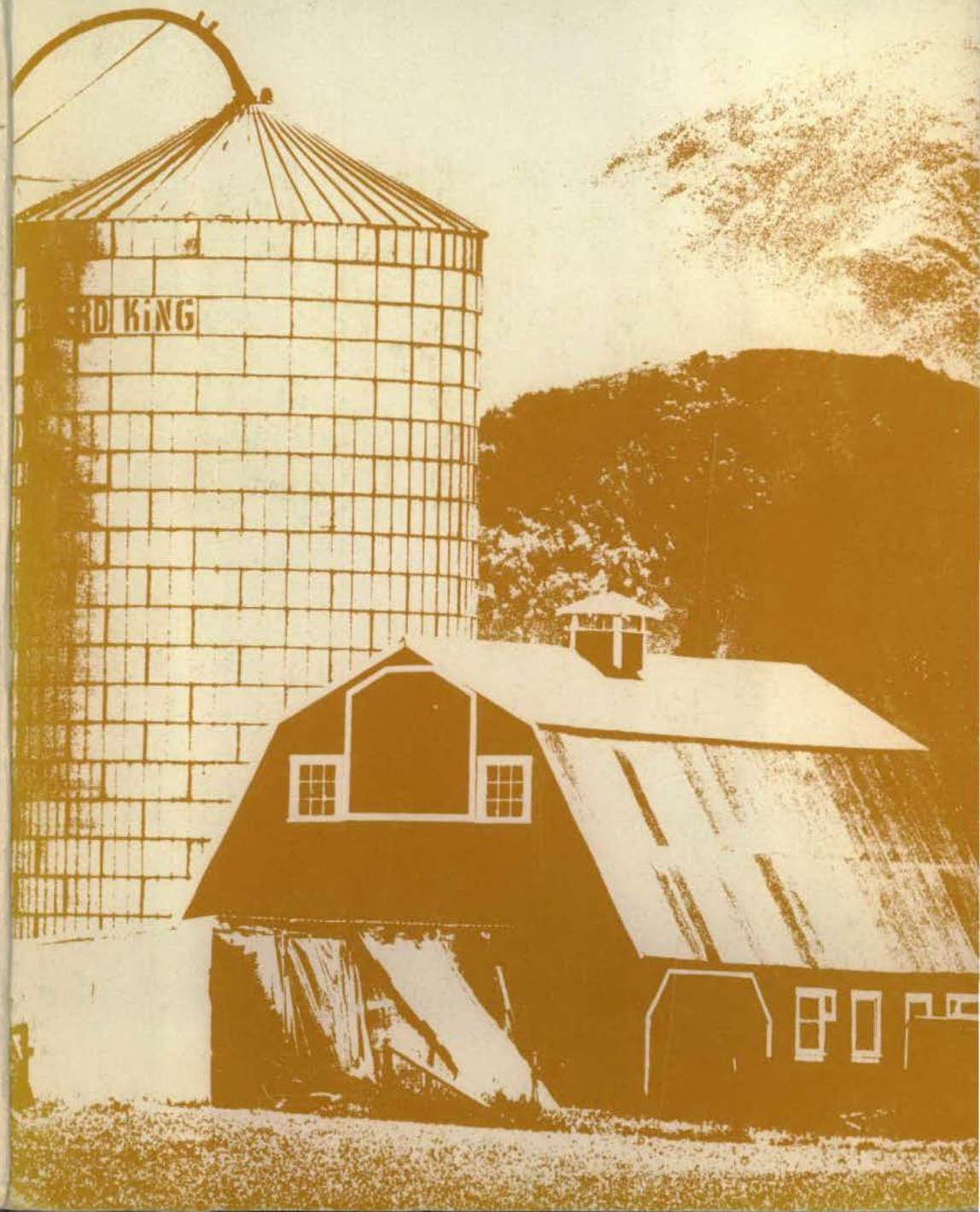


Matanuska-Susitna Community College

Catalog

*Cheryl Smitt*

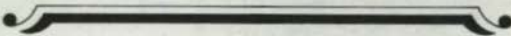
*SWE*



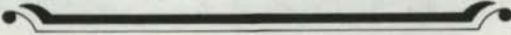
Because of limited demand and instructor availability students may be required to take course work through Anchorage Community College to complete degree or certificate requirements within any given two year period. Consultation with a program advisor is essential.

MATANUSKA-SUSITNA COMMUNITY COLLEGE  
OF  
THE UNIVERSITY OF ALASKA  
IN COOPERATION WITH THE  
MATANUSKA-SUSITNA BOROUGH  
SCHOOL DISTRICT

P. O. BOX 899  
PALMER, ALASKA 99645  
PHONE: 745-4256



1978-1980  
CATALOG



SOURCE OF INFORMATION

University of Alaska

Office of Chancellor (907) 274-0548  
2221 E. Northern Lights, Suite 137  
Anchorage, Alaska 99504

Office of Admissions and Records (907) 272-5522  
2651 Providence Avenue  
Anchorage, Alaska 99504

Matanuska-Susitna Community College (907) 745-4256  
P. O. Box 899  
Palmer, Alaska 99645

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**MATANUSKA-SUSITNA COMMUNITY COLLEGE  
CALENDAR 1978-79**

**Fall 1978**

Labor Day Holiday .....	September 4
Registration on Campus .....	September 5-8
First Day of Instruction .....	September 11
Deadline for Fall Graduation Applications .....	October 10
Thanksgiving Vacation .....	November 23, 24
Last Day of Instruction .....	December 23
Christmas Holidays .....	December 25, 26
Grades due no later than 12 Noon .....	January 4, 1979

**Spring 1979**

Registration on Campus .....	January 15-18
First Day of Instruction .....	January 22
Deadline for Spring Graduation Applications .....	February 20
Spring Recess .....	March 30
Last Day of Instruction .....	May 5
Grades due no later than 12 Noon .....	May 11

**Summer 1979**

Registration on Campus .....	May 25, 26, 29
First Day of Instruction .....	May 29
Deadline for Summer Graduation Applications .....	June 12
Independence Day Holiday .....	July 3, 4
End of Summer Session .....	August 24
Grades due no later than 12 Noon .....	August 27



# CALENDAR 1979-80

## Fall 1979

Labor Day Holiday . . . . .	September 3
Registration on Campus . . . . .	September 4-7
First Day of Instruction . . . . .	September 10
Deadline for Fall Graduation Application . . . . .	September 20
Thanksgiving Vacation . . . . .	November 22, 23
Last Day of Instruction . . . . .	December 22
Christmas Vacation . . . . .	December 24, 25
Grades due no later than 12 noon . . . . .	January 4

## Spring 1980

Registration on Campus . . . . .	January 14-17
First Day of Instruction . . . . .	January 21
Deadline for Spring Graduation Application . . . . .	January 20
Spring Recess . . . . .	March 28
Last Day of Instruction . . . . .	May 3
Grades due no later than 12 noon . . . . .	May 9

## Summer 1980

Registration on Campus . . . . .	May 22, 23, 27
First Day of Instruction . . . . .	May 27
Deadline for Summer Graduation Applications . . . . .	June 6
Independence Day Vacation . . . . .	July 4, 7
End of Summer Session . . . . .	August 30
Grades due no later than 12 noon . . . . .	September 3



## HISTORY OF THE UNIVERSITY

The University dates from July 4, 1915, when the Honorable James Wickersham, delegate to Congress from Alaska, laid the cornerstone on land set aside by Congress on March 4, for the support of a land grant college. The Territorial Legislature by its acts of May 3, 1917, accepted the land grant and created a corporation. "The Alaska Agricultural College and School of Mines," defining its duties and providing for a Board of Trustees consisting of eight members.

The college opened for instruction on September 18, 1922, with the Honorable Charles E. Bunnell as president. The college became the University of Alaska by act of the Territorial Legislature, July 1, 1935; the Board of Trustees became the Board of Regents. The University offered its first summer session in 1947. In 1949, Dr. Terris Moore succeeded President Bunnell, who became President Emeritus.

Dr. Ernest N. Patty, member of the first faculty of the Alaska Agricultural College and School of Mines and former dean of the College, was inaugurated as the third president of the University in 1953 and named President Emeritus upon his retirement in 1960. Dr. William R. Wood became the University's fourth president at that time. Dr. Robert W. Hiatt became the University's fifth president in 1973 upon the retirement of Dr. Wood. The current president of the University is Mr. Foster Diebold.

Today, the University's statewide system includes regional centers, with senior colleges at Fairbanks, Anchorage and Juneau, and community colleges at Anchorage, Bethel, Fairbanks, Juneau, Kenai-Soldotna, Ketchikan, Kodiak, Kotzebue, Nome, Palmer, Sitka and Valdez.

### HISTORY OF MATANUSKA-SUSITNA COMMUNITY COLLEGE

Known as the Palmer Community College, the Matanuska-Susitna Community College provided its first course offerings to residents of the Matanuska and Susitna Valleys in 1958. In 1964 the name of the college was changed to the Matanuska Susitna Community College to correspond to the boundaries of the Matanuska-Susitna Borough.

In line with the University of Alaska philosophy of taking higher education to the people, the Matanuska-Susitna Community College acts in cooperation with the Matanuska-Susitna Borough School District to offer a wide variety of classes.

The main campus is located on a 100-acre site off Trunk Road, approximately halfway between Palmer and Wasilla with extension courses held in Talkeetna, Palmer, Wasilla, Goose Bay, Trapper's Creek, and Glacier View near the Matanuska Glacier, as demand warrants.

Matanuska-Susitna Community College offers a general program of the first two years of college courses, including those leading to the Associate in Arts Degree and the Associate of Applied Science. In addition, a good basis for pursuit of a bachelor's degree at other institutions is provided. A number of vocational and interest courses are conducted in a cooperative program with the Matanuska-Susitna Borough School District. General counseling and advisement services are also provided.

The Matanuska-Susitna Community College is one of 12 Community Colleges in the University of Alaska Statewide System with an enrollment of approximately 700 full- and part-time students.

## PHILOSOPHY AND OBJECTIVES

The Matanuska-Susitna Community College is an educational institution created to function within the geographic, economic, and cultural community of the Matanuska and Susitna Valleys. The college is dedicated to serving the educational needs of the people. Courses and programs are designed to meet these needs and those of the community.

The purpose of the Matanuska-Susitna Community College is to serve:

1. People interested in transferring to a four-year College or University.
2. People desiring job preparation in two years or less.
3. People who are seeking specific training or retraining for a single trade or function.
4. People who wish to broaden their educational background for personal reasons.
5. People who need or desire educational counseling.
6. People who feel the need to involve themselves in creative or cultural affairs.

The objectives of the MSCC are:

1. To help people find their place in today's society.
2. To increase people's desire for knowledge.
3. To develop responsibility and leadership qualities necessary to cope with life.

## ACCREDITATION

The Academic offerings of Matanuska-Susitna Community College are fully accredited by the Northwest Association of Secondary and Higher Schools through its relationship with the University of Alaska, Fairbanks and Anchorage.

## ADMISSIONS

Any person who has earned a high school diploma or its equivalent or who is 18 years of age or older is eligible for admission to the community college. A specific grade point average (GPA) in previous high school or college work is not required.

Any person under age 18 who provides written approval by a parent and the appropriate school authority is eligible for admission to a community college with the approval of the campus president/dean, provided they have Senior class status at the high school in which they are enrolled.

New students planning to enroll full time (12 semester hours or more), upon initial admission, must submit an application for admission form together with a \$10 non-refundable admission fee to the Office of Admissions and Records. Students must also submit transcripts from high schools and of any previous college work completed at other institutions of higher learning.

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

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

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

Medical examinations are not required.

### *Admission of Part-Time Students*

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

### *Admission Requirements for Other Special Programs, Vocational-Technical Programs, Career-Oriented Programs, Seminars, and Workshops*

Admission requirements for special courses, program seminars, workshops, etc., are determined by the Division sponsoring such programs. Further information relating to special courses admission requirements may be obtained from the sponsoring Division.

### *Additional Entrance Requirements for Foreign Students*

A foreign student must be able to speak, read and write the English language well enough to do college level work successfully. Therefore, all applicants from countries where English is not the native language must present a satisfactory score on the test of English as a Foreign Language (TOEFL). No other English language test can be used. In addition, when preparing the 1-20 form that is necessary to obtain an F-1 (student) visa (a J-visa may be more appropriate for graduate students), the University must certify to the Immigration and Naturalization Service (INS) that the prospective student has been accepted for full-time enrollment and has sufficient funds to meet estimated expenses for one academic year. Therefore, a foreign student must sign a statement that he has sufficient funds to pay all of his expenses while attending the University of Alaska as well as the amount needed to pay his transportation costs from his home to Alaska and return. It is vital that the student has enough money to pay for his return trip home in the event of an emergency or at the termination of his enrollment. The average cost for attending the University of Alaska, Matanuska-Susitna Community College, for one year is \$800. This amount covers all University fees and a reasonable estimate of personal expenses plus books, but does not include transportation costs. (Each student is responsible for furnishing his/her own room and board.)

## AUDIT OF CLASSES

### *Auditors*

Auditors are students who enroll for informational instruction only. They do not receive academic credit, have laboratory privileges, or submit papers for correction and grading. They must apply for admission, register formally on designated registration dates, obtain approval of class instructors, and pay the required fees.

## FEES

### *Summary of Semester Charges*

#### *Consolidated Fee and Graduate Credit Charge*

Students enrolling in 7 credits or less will pay \$20 per credit for undergraduate courses and \$30 per credit for graduate courses.

Students enrolling in 8 or more credits will pay the consolidated fee of \$160 plus an additional \$10 for each graduate credit included in the total to a maximum of \$240.

Total Credits (Undergraduate and/or Graduate)	Graduate Credits Included in the Total	Consolidated Fee	Graduate Credit Charge	Total Fees
8 or more	0	\$160	\$ 0	\$160
8 or more	1	160	10	170
8 or more	2	160	20	180
8 or more	3	160	30	190
8 or more	4	160	40	200
8 or more	5	160	50	210
8 or more	6	160	60	220
8 or more	7	160	70	230
8 or more	8 or more	160	80	240

### Non-Resident Tuition

In addition to the consolidated fee and graduate credit charges, students who do not meet residency requirements will pay non-resident tuition according to the following schedule:

Total Credits	Non-Resident Tuition
1-6	\$ 0
7	50
8	100
9	150
10	200
11	250
12 or more	300

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

### Other Fees

Application Fee (remit with application)	\$10
Late Registration Fee:	
First Day	5
Each Succeeding Day	2
Drop/Add Fee (after 2nd day of instruction)	2
Credit by Examination	15

### Payment of Fees

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

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

Provisions for the deferred payment plan are as follows:

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

### *Residency*

Alaskan residents as well as students from Hawaii, the Yukon Territory, and the Northwest Territories are exempt from a non-resident tuition fee. For purposes of non-resident tuition a resident is any person who has been physically present in Alaska for one year (excepting only vacations or other absence for temporary purposes with intent to return) and who declares intention to remain in Alaska indefinitely. However, any person who, within one year, has declared himself/herself to be a resident of another state, or has done any act inconsistent with Alaska residence shall be deemed a non-resident for purposes of non-resident tuition. An unemancipated person under the age of 18 who has a parent or guardian who qualifies as an Alaskan resident, as defined above, shall be deemed a resident, and otherwise such unemancipated person under the age of 18 shall be deemed a non-resident for purposes of non-resident tuition.

A foreign student on an F-1 Student Visa cannot become a resident because possession of a student visa is inconsistent with Alaska residence and is inconsistent with any declared intention to remain in Alaska indefinitely.

A foreign student on a permanent visa (permitting an indefinite stay in the U. S.) can qualify as a resident for tuition purposes if the other elements of the University's definition are met.

### *Refund of Fees and Tuition*

Student who are withdrawing from courses or canceling enrollment must process a withdrawal or cancellation notice at the Director's office. Refunds will be made according to the following schedule:

1. Complete refund of tuition and fees will be made when a withdrawal is made prior to the first day of instruction for semester or term or in the event courses registered for are canceled by the University.
2. Withdrawals after instruction or the term begins and prior to the 8th day of the term or semester—90 percent refund.

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

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

### *National Direct Student Loan*

Requires SFS or PCS to determine financial need. Loans up to \$2,500 the first two years: loan ceilings are \$10,000. These loans are coordinated through the University of Alaska, Anchorage.

### *Installment Contracts*

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

### *College Work-Study*

Financial need is based on aid for FAF. This program is coordinated through the University of Alaska, Anchorage.

### *LEEP Program*

This program is available to persons who are employed full time in the law enforcement program.

### *G.I. Bill*

Forms are available in the Financial Aids Office. Also, a limited number of V.A. Work-Study positions are available.

### *Alaska State Scholarship Loan*

Applications are available in the Financial Aids Office. Loans may not exceed \$2,500, per year.

### *Veterans*

The Community College Veterans' Affairs Office serves the special needs of veterans, dependents, and servicemen using their VA educational benefits (G.I. Bill). Available at the campus VA office are VA applications, forms pamphlets, and current information regarding benefits. Qualified veterans may also inquire about various VA supplementary programs such as work-study and tutorial programs. Students eligible for VA education benefits who plan to enroll at the community college are requested to complete the appropriate documents at the campus VA office.

Each veteran is responsible for notifying the campus Veterans' Affairs Office of any change in program including changes in classes each semester, dropping or adding classes, withdrawing from school or change in address. Veterans dropping or withdrawing from classes may be charged with an overpayment by the Veterans Administration unless the veteran is able to show that mitigating circumstances have dictated the drop or withdrawal.

### *VA Benefits and Satisfactory Progress*

Veterans in either of the following categories:

1. Having accumulated a total of 12 credit hours or unsatisfactory (failing grades) or
2. Having a cumulative or semester GPA of less than 2.0, or
3. Is not in good academic standing or not making satisfactory progress in accordance with the academic regulations of the community college.

will be placed on probation by the campus Veterans' Affairs Office in respect to further payments of VA educational benefits.

Veterans placed on probation for the accumulation of more than 12 credit hours or unsatisfactory grades must successfully complete all future courses. Upon receipt of another unsatisfactory grade, the Veteran will be reported to the Veterans Administration as making unsatisfactory progress.

Veterans placed on probation for having a cumulative or semester GPA of less than 2.0 (3.0 for graduate students), must complete succeeding semesters with a semester's GPA above a 2.0 (3.0 for a graduate student) so that a cumulative GPA of 2.0 may be reached at time of graduation. Failure to comply will result in the Veterans Administration being notified that the veteran is making unsatisfactory progress.

Veterans placed on probation for not being in good academic standing or not making satisfactory progress in accordance to the academic regulations of the Community College must be removed from probationary status by the Community College after the successful completion of 30 semester hours. Failure to be removed from probation status will result in the veteran being reported to the Veterans Administration as making unsatisfactory progress.

### *Previous College Training*

Veterans who have had previous college training are required to have transcripts from those schools on file with the Office of Admission and Records of the Community College.

### *Monthly Enrollment Verifications*

The campus VA office requires that all enrolled servicemen and veterans receiving VA educational benefits stop at the campus office each month to certify their attendance in writing. Failure to certify attendance by the 15th of each month will result in the termination of benefits.

### *Refunds*

Charges to the veteran for tuition, fees, and other charges for a portion of the course will be based on the pro-rata portion of the total charges, less administrative charges for initial enrollment.

## **STUDENT AFFAIRS**

### *General Responsibilities*

The University provides services to assist students in making their educational careers more profitable and meaningful. While the principal function of the University is to foster the intellectual growth of the student, it is recognized that the social, moral, physical and spiritual development of the individual is also of prime importance. Mindful of its obligation to assist the total development of the student, the University continues to encourage individualization in the educational process.

Students' services include: (a) orientation activities to assist new students in adjusting to the privileges and responsibilities of membership in the University community; (b) academic counseling, and vocational testing; (c) counseling with students relative to their personal problems; (d) financial assistance by means of scholarships, loans, and part-time jobs; (e) support of student organizations, activities, and interest groups; (f) special services, advising, and tutorial assistance programs for students in need of these services; and (g) the promotion of high standards of academic and social conduct.

### *Student Behavioral Standards*

Education at the University is conceived as training for citizenship as well as for personal self-improvement and development. Each citizen has a responsibility to respect the rights of others and to abide by the laws and boundaries which govern all citizens. Membership in a University community affords special status and prestige and often carries with it an even greater amount of responsibility. Students are representatives of the University community both on and off the campus, just as are faculty and staff members.

Each unit of the University has its unique mission and may if necessary have special guidelines or regulations in addition to general accepted standards of behavior. These special regulations are printed and distributed to students at each unit of the University where applicable.

Generally, University regulations are designed to help each student work efficiently in courses and to assist in the development of a high standard of character and citizenship. They are not designed to ignore individuality, but rather to encourage the exercise of self-discipline which is imposed by a sense of social responsibility. These regulations, in most instances, have been developed jointly by staff and students. Students charged with infractions are advised in writing and given a full hearing with right of counsel and the opportunity to question witnesses or accusers. The University subscribes to principles of due process and fair hearings as specified in the Joint Statement on Rights and Freedom of Students, a statement developed by the American Association of University Professors, the U. S. National Student Association, the Association of American Colleges, the National Association of Women Deans and Counselors, and the National Association of Student Personnel Administrators.

Most students find it relatively easy to adjust the privileges and responsibilities of the University citizenship. For those who find this process more difficult, insight and confidence in adjusting to his new environment. In some cases, when a student is unable or unwilling to assume his social responsibilities as a citizen in the University community, the institution may terminate his enrollment.

A student may be dismissed for cause by the Campus President of the University after appropriate review.

### *Job Placement*

Job Placement services are offered for both part-time and full-time employment. The service provides counseling to assist students in selecting a career and attempts to make existing resources for successful entry into the job market. The placement of students participating in the College Work-Study Program may be on or off campus. Most of the work opportunities are on campus and can be related to a student's educational or vocational interest.

## ACADEMIC REGULATIONS

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

### *Attendance*

Regular attendance is expected in all classes. Unexcused absences may result in a student being dropped from the course with a failing grade. It is the responsibility of the student to establish, to the instructor's satisfaction, the validity of an excuse for absence and to work out with the instructor acceptable arrangements for making up missed work.

### *Class Standing*

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

Students are classified as:

Freshmen	0-29 Credits
Sophomore	30-59 Credits
Junior	60-94 Credits
Senior	95 Credits

### *Transfer of Credit*

The University will accept by transfer credits from other accredited institutions when the grades of courses completed are "C" or above. Where possible, transfer credit will be equated with the University of Alaska courses. The university reserves the right to reject work of doubtful quality or to require an examination before credit is allowed. Credit will also be awarded for satisfactory completion of USAFI Courses as recommended in the Evaluation of Educational Experiences of the Armed Forces. College credit will not be allowed for the General Education Development Tests.

### *Study Load*

Students normally may register for 18 semester hours of credit: 19-20 semester hours with approval of the Campus President of the college; for 21 or more semester hours provided the student's grade point average with a full-time study load for the past two semesters is at least 2.75 and he has the approval of the Campus President. For the purpose of computing study load, non-credit courses are rated the same as credit courses.

### *Full-time/Part-time Status*

An undergraduate student who registers for 12 or more semester hours of credit will be classified as full-time. A graduate student enrolled in 9 or more semester hours of credit or its equivalent will be classified as full-time. Non-credit courses may be included in the study load computation when determination of full-time/part-time status is made.

Any regular student who does not follow a prescribed course of study or curriculum leading to a specific degree will be enrolled as "interim" major. A student with an interest in a specific college, but who has not selected a major from that college, will be enrolled as a "non-major."

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

### *CLEP General Examination*

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

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

English	No credit for any score
Math	.3 credits for 500 score
Natural Science	.6 credits for 500 score
Humanities	.6 credits for 500 score

If as many as six semester credits have been earned in an area covered by a CLEP General Examination, no credit will be awarded for the successful completion of that examination.

Examinations can be repeated after an interval of one year.

### *Local Credit by Examination*

Only currently enrolled students will be awarded credit.

All courses, except 90's (193, 294, 497, etc.) and practicums, may be taken by examination.

A course challenged for credit must not duplicate a course for which credit has already been granted.

A person who has audited a class may not request credit via departmental examinations for that class until the subsequent academic year. An audit does not restrict the taking of credit by examination.

Departmental examinations may be graded pass/fail or by a regular letter grade at the mutual agreement of the instructor and student.

Examinations may not be repeated earlier than one year.

### *Grading System*

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

- A An honor grade; indicates originality and independent work, a thorough mastery of the subject, and the satisfactory completion of more work than is regularly required.
- B Indicates outstanding ability above the average level of performance.
- C Indicates a satisfactory or average level of performance.
- D The lowest passing grade; indicates work of below average quality and performance.
- F Indicates failure.
- CR Credit. Credit-No-Credit Option: 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 instructor will not be informed of the student's status in the course. The student will be given credit toward graduation if he performs at a level of C or above. If performance falls below that level the course will not be recorded on the student's transcript. In either case, the course will not be included in any grade point calculations. If the student later changes his major and the course becomes a requirement, the course will be accepted by his new major department. The student may change from credit-no-credit to regular enrollment status or from regular to credit-no-credit status during the first two weeks of the semester by informing the Director of Admissions and Records of his desire to change status.
- P Pass. Indicates passing work and carries no grade points.
- S Satisfactory. Indicates satisfactory completion, is used for graduate thesis, special courses, specific career-oriented courses, workshops, and seminars and carries no grade points.
- 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 grade C or better.
- \* The grade for work that is incomplete (I) must be made up within one academic year or otherwise the incomplete becomes a permanent grade.
- DF Deferred. Indicates that the course requirements cannot be completed by the end of the semester; that credit may be withheld without penalty until the requirements of the course are met within an approved time. This designation will be used for courses such as thesis, special projects, etc., that require more than one semester to complete.
- AU Audit. Indicates student has enrolled for informational instruction only. No credit is awarded.
- W Withdrawn. Indicates withdrawal from a course after the first two weeks of a semester.

### *Grade Points*

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

### *Grade Point Average Computation*

Any grade generated from re-taking a course will not count towards honors.

All grades (original and any re-take) for a course will be shown on the transcript, but only the last grade achieved for a course will be the one computed in the grade point average (GPA).

### *Change of Majors*

A student desiring to change his major may do so only at the beginning of a semester and must obtain the written consent of the heads of the departments concerned on a change of department and/or major form which may be obtained at the Office of the Director of Admissions and Records.

### *Add/Drop*

A student is expected to complete the courses in which he is enrolled. He may, if circumstances warrant, withdraw without grade penalty up to three weeks prior to the end of the semester. Students initiated withdrawals are not permitted during the last month of the semester. Elective and non-sequence courses should be dropped first. Students wishing to add courses to their schedules may do so until the late registration period.

### *Registration*

Persons eligible for enrollment at the University of Alaska must complete registration according to the prescribed procedures and pay fees as determined by the University fee schedule in order to be eligible to attend classes and to earn credit. Auditors are required to register and pay appropriate fees. A registration period is held at the beginning of each regular session at times published in the official University calendar. Registration for special programs, short courses, seminars and other classes that are not part of the regular academic calendar will be arranged prior to the beginning of such sessions.

### *Withdrawal from a Course*

A student is expected to complete the courses in which he or she is enrolled. The student may, if circumstances warrant, withdraw from one or more classes by following the ADD/DROP procedure. Courses dropped during the first two weeks of the semester will not appear on the student's permanent record. A student wishing to withdraw from all of his classes should follow the procedure for withdrawing from the University.

### *Withdrawal from the University*

Withdrawal from the University is the official discontinuance of attendance prior to the end of a semester or session. An official withdrawal procedure must be completed according to the regulations of the University.

### *Dismissal*

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

### *Declaration of Degree Intent*

Community college students who have completed 15 semester credit hours should declare intent to begin a degree program and be admitted to degree status. Senior college students who have completed 75 semester credit hours should declare intent to begin a degree program and be admitted to degree status.

### *Academic Petition*

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

Petitions to waive general University or degree requirements must be processed through the appropriate Chancellor for final decision by the Vice President for Academic and Faculty Affairs.

## **PRIVACY OF STUDENT RECORDS**

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

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

### *Access to Student Records*

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/her official records as specified by that Act. Further information and request for specific records may be obtained from the Office of the Campus President.

## **ACADEMIC ADVISING**

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

## **TRANSCRIPTS**

An official transcript, containing the seal of the University and signature of Director of Admissions and Records, is available without charge upon the written request of the student to the Office of Admissions and Records. Official transcripts of credit earned at other institutions, high school transcripts, and other supporting documents which have been presented for admission and evaluation of credit become the property of the University and are not reissued or copied for distribution.

## GRADUATION

### *Responsibility*

The responsibility for meeting all requirements for graduation rests upon the student.

### *Application for Graduation*

Degree candidates must formally apply for graduation. The application must be filed with the Office of Admissions and Records during the semester the student plans to graduate and not later than the application filing dates which appear in the University academic calendar.

Applications for graduation filed after the deadline date will be processed for graduation the following semester.

## COLLEGE TRANSITION PROGRAM

1. The College Transition Program provides an opportunity for high school seniors to take a limited number of college freshman classes at the Mat-Su Community College during their last year of high school. After graduating from high school, students may then continue their education at Mat-Su Community College, transfer their college credits to another unit within the University, or transfer to a school outside. For a high school senior, this provides a number of advantages:
  - a. A student can begin to satisfy the requirements for a college degree program while still in high school.
  - b. Students can explore different academic or vocational areas they may wish to pursue.
  - c. The program facilitates a transition from high school to college without the problems that are often associated with relocation to a new area.
  - d. For those students who are undecided about college, it offers a way of finding whether college is for them without the cost of going away to school.
2. Eligibility—High School Seniors who have the written approval of their parents or guardian, and the consent of their principal are eligible.
3. Transfer of Credits—The Mat-Su Community College is fully accredited within the University of Alaska system. Accumulated credits may be transferred to other colleges and Universities.
4. Class Load—High school students who take community college classes should not attempt to take more classes than they can handle along with their regular high school classes and activities. Students should consult their high school counselor and a college advisor on class load.
5. Classes—As with any other community college student, a high school senior may take any class as long as prerequisites are met. However, it is strongly recommended that classes be taken in one or more of the following areas:
  - a. English—Virtually all college degree programs require classes in written English.
  - b. General Requirements—Most degree programs require a specified number of general electives. The college catalog for the degree program you are considering should be consulted. For most colleges these elective categories are: Behavioral Science, Humanities, and Natural/Physical Science.
  - c. Prospective Major—Classes can be taken in a prospective major area. This can be in either a traditional academic subject or in a vocational area.

6. Transportation—Students are responsible for their own transportation. Most classes are held on campus located on Trunk Road.
7. Cost—Each student is responsible for the cost of tuition and books.
8. Advisor—Any high school senior who takes classes under the College Transition Program must consult a college faculty advisor during the college's registration period preceding each semester.

### *Diplomas and Commencement*

The University of Alaska issues diplomas to degree candidates three times each year in September following the summer session, in December following the close of the fall semester, and in May following the close of the spring semester.

All students who complete degree requirements during the academic year are invited to participate in the annual commencement ceremony which follow the spring schedule.

### *Graduation with Honors*

Undergraduate students who obtain a grade point average of 3.5 will be graduated cum laude; 3.8 magna cum laude; and 4.0 summa cum laude, provided they meet the honors as well as the general residence requirements.

In order to graduate with honors, students who transfer from other institutions must be in attendance at the University of Alaska for at least four semesters with a minimum of 12 credits each semester. All college work attempted, including transfer credits, is considered in the determination of a student's eligibility for graduation with honors.

## VETERANS

Matanuska-Susitna Community College is approved by the Veterans Administration for veterans desiring to attend college under the G.I. Bill. A veteran may obtain the necessary forms from the Office of Admissions and Records.

## DIPLOMAS AND CERTIFICATES

### *Adult Basic Education*

The Adult Basic Education program provides G.E.D. examinations, classes, and tutoring for individuals with less than a high school education who wish to acquire skills which will lead to better jobs or training in academic or vocational-technical programs offered by the state, private institutions, or the Matanuska-Susitna Community College.

The basic skills emphasized are those of communication (reading, spelling, writing, and mathematical problem solving).

Adult Basic Education is open to persons over 16 years of age who have not attained a high school education.

### *The State of Alaska High School Equivalency Diploma*

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

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

Individuals interested in taking the G.E.D. tests should contact the Community College.

## *Matanuska-Susitna Community College High School Diploma*

Applicants for the Matanuska-Susitna Community College High School Diploma must be at least 19 years of age and must have been out of school for one semester or longer. Students who do not meet these requirements, but who wish to work towards their diploma, should discuss their situation with counselors at the college.

A student who successfully completed 16 high school credits, in a manner described below, is eligible to receive a high school diploma through the auspices of the Matanuska-Susitna Community College.

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

English	3 Credits	plus one (1)
Math	1 Credit	additional
Science	1 Credit	credit in either
Social Studies	2 Credits	Math or Science
Electives	8 Credits	
2. Credit toward the Matanuska-Susitna Community College High School Diploma can be earned in the following ways:
  - a. Previous high school credits are accepted. An official high school transcript is required from the last school attended.
  - b. High school subjects completed through USAFI or accredited correspondence programs are accepted.
  - c. Each G.E.D. test passed at the 50 percentile or higher is equal to two (2) high school credits for that subject area.
  - d. Courses at the Community College (see No. 3 below).
  - e. If an applicant has had work experience for which educational credit may be applied, he may earn up to four (4) elective credits by submitting his petition and letters of verification from employers.
3. An applicant must have attended the Community College as a student. The amount of residence required at the college is determined by the number of credits previously earned in the regular high school.

High School Credits Completed	MSCC Credits Required
7 or less	3
8 to 11	2
12 or more	1

## *Certificate Programs*

In keeping with the Community College concept, the diversity of needs within the student population is recognized. Students are permitted to arrange any program of study that they feel will fulfill their own particular needs. Additionally, several specific programs have been developed to afford the student an opportunity to earn certificates and degrees. Students are encouraged to discuss their programs with a counselor prior to enrolling for their first class.

Certificate Programs are available in the following areas:

1. Electronic Technology
2. Refrigeration and/or Heating Technology
3. Secretarial Studies

## ELECTRONIC TECHNOLOGY

To receive a One-Year Certificate of Training, each student must satisfactorily complete the following courses:

Course Number	Course Title	Credits
ET 101	Basic Electronics: DC Physics	4
ET 102	Basic Electronics: AC Physics	4
ET 108	Mathematics for DC Circuits	3
ET 109	Mathematics for AC Circuits	3
ET 122	Introduction to Electronic Devices	3
ET 123	Electronic Circuit Fundamentals	3
ET 125	Principles of Logic and Gating	3
ET 126	Theory and Application of Solid State Electronics	3
<b>Total</b>		<b>26</b>

To receive a One and One-Half-Year Intermediate Certificate of Training each student must satisfactorily complete the following courses in addition to those indicated for the One-Year Certificate.

ET 201	Rectifiers and Audio Circuits	3
ET 202	Sinusoidal and Non-Sinusoidal Waveshapes	3
ET 205	Transmitter Circuitry	3
ET 209	Receiver Circuitry	3
<b>Total</b>		<b>38</b>

To receive a Two-Year Advanced Certificate of Training each student must satisfactorily complete the following courses in addition to those indicated for the One-Year and One-Half-Year Certificates:

ET 220	Wideband Systems I	3
ET 221	Wideband Systems II	3
ET 225	Principles of Microwave Electronics	3
ET 226	Industrial Telephone Switching Systems	3
<b>Total</b>		<b>40</b>

## REFRIGERATION TECHNOLOGY

Emphasis of the program is to prepare the student with job entry-level skills. Additional training must take place on the job. Students satisfactorily completing this program will possess a strong background in refrigeration fundamentals, electricity/electronics, applied technical mathematics, and the technical skills needed to diagnose and repair the modern refrigeration system. Students must complete 32 credit hours of required courses with a minimum grade of "C" to be eligible for a certificate.

Course Number	Course Title	Credits
RH 101	Refrigeration and Air Conditioning I	4
RH 103	Technical Math for Refrigeration & Heating I	3
RH 105	Electronics for Refrigeration & Heating I	3
RH 107	Physics for Refrigeration & Heating I	3
RH 122	Refrigeration & Air Conditioning II	3

RH 124	Domestic Refrigeration	3
RH 126	Electronics for Refrigeration & Heating II	3
RH 128	Graphics for Refrigeration & Heating I	3
RH 201	Commercial Refrigeration	4
RH 202	Physics for Refrigeration & Heating II	3
	<b>Total</b>	<b>32</b>

## HEATING TECHNOLOGY

Emphasis of the program is to prepare the student with job entry-level skills. Additional training must take place on the job. Students satisfactorily completing this program will possess a strong background in heating fundamentals including gas, oil, and electric heat, applied physics, applied mathematics, graphics, electricity/electronics, and the technical skills needed to diagnose and repair warm-air and hydronic heat systems. Students must complete 32 credit hours of required courses with a minimum grade of "C" to be eligible for a certificate.

Course Number	Course Title	Credits
RH 103	Technical Math for Refrigeration & Heating I	3
RH 105	Electronics for Refrigeration & Heating I	3
RH 107	Physics for Refrigeration & Heating I	3
RH 126	Electronics for Refrigeration & Heating II	3
RH 128	Graphics for Refrigeration & Heating I	3
RH 202	Physics for Refrigeration & Heating II	3
RH 203	Control Systems for Refrigeration & Heating II	3
RH 207	Graphics for Refrigeration & Heating II	3
RH 225	Heating Plants I—Residential	4
RH 226	Heating Plants II—Commercial	4
	<b>Total</b>	<b>32</b>

## REFRIGERATION AND HEATING TECHNOLOGY

To receive Refrigeration and Heating Certificates each student must satisfactorily complete the requirements indicated for individual certificates in both Refrigeration and Heating.

## SECRETARIAL STUDIES

To receive a Certificate in Secretarial Studies, each student must satisfactorily complete the following courses:

Six credits from the following courses:

Course Number	Course Title	Credits
SS 103	Elementary Typewriting	3
SS 105	Intermediate Typewriting	3
SS 106	Advanced Typewriting	3

Twenty-four credits from the following courses:

SS 210	Office Procedures	3
SS 211	Secretarial Procedures	3
SS 131	Comprehensive Business English	3
SS 231	Business Communications	3
SS 203A	Ten-Key Adding Machine	1
SS 203B	Electronic Calculator	1
SS 203C	Duplication/IBM Executive Typewriter	1
SS 207	Machine Transcription	3
SS 101	Beginning Shorthand	4
SS 102	Intermediate Shorthand	4
SS 201	Advanced Shorthand	4
ACCT 101	Principles of Accounting I	3
ACCT 102	Principles of Accounting II	3
	<b>Total</b>	<b>30</b>
	(Elective to Total)	

## DEGREE PROGRAMS

### *Degree Requirements:*

To receive a degree from the University of Alaska, a student must satisfy three sets of requirements: (I) General University Requirements, (II) Degree Requirements, and (III) Program (Major) Requirements.

### *General University Requirements:*

Undergraduate:

The minimum number of University of Alaska credits which must be earned, including those accepted by transfer, are 60 semester hours for an associate degree and 130 semester hours for a bachelor's degree.

At least 15 semester hours of the final 30 semester hours for any associate degree must be earned at the University of Alaska. For a bachelor's degree a student must earn in resident at the University of Alaska at least 24 credits in upper division courses and at least 30 of the last 36 credits for the degree.

A grade-point average of 2.00 (C) must be attained in all work as well as in the major and minor fields.

A student enrolled in an undergraduate degree program may elect to graduate under the requirements of the general catalog in effect during the year of graduation or the one in effect at the time he/she originally enrolled in the major, providing there has not been a time lapse of more than seven years.

## DEGREE REQUIREMENTS UNDERGRADUATE

### *Associate Degree*

The associate degree is awarded upon the successful completion of a prescribed two-year program. The degree has its own integrity and for many people it will be their most advanced formal educational experience. For others, it will be the first undergraduate degree and a stepping stone to a baccalaureate program.

A maximum of 15 semester hours of credit completed by correspondence may be accepted toward an associate degree.

## ASSOCIATE OF ARTS

DEGREE REQUIREMENTS:	Credits
Engl *67, *68, 111, 211, 212 or 213 .....	6
Speech .....	3
Six credits from each of three of these areas (not applicable disciplines): .....	18

### HUMANITIES

Art	Linguistics	Speech
English	Music	Theater
Foreign Languages	Philosophy	
Humanities	Public Communications	

### SOCIAL SCIENCES

Anthropology	History	Psychology
Economics	Corrections	Sociology
Geography (excluding Geog 201 and 209)	Police Administration	
	Law Science	

### MATH AND LOGIC

Applied Statistics	Philosophy
Mathematics	(Phil 204 only)

### NATURAL SCIENCES

Biology	Geography	Geology
Chemistry	(Geog 201, 209 only)	Physics

### OTHER

Accounting	Home Economics
Business Administration	Office Administration
Computer Information Systems	Physical Education

MAJOR REQUIREMENTS:	Credits
See Degree Programs section for the specific requirements of the various majors .....	20-30
Electives to total .....	60

## ASSOCIATE OF APPLIED SCIENCE

DEGREE REQUIREMENTS:	Credits
Engl *67, *68, 111, 211, 212, 213 .....	6
Speech .....	3
Six credits from any of these four areas (note applicable disciplines): .....	6

Neither ENGL 67 nor ENGL 68 may be credited toward the bachelor's degree.

No course used to meet the above requirements may be used to meet the requirements of the major.

## HUMANITIES

Art  
English  
Foreign Languages  
Humanities

Linguistics  
Music  
Philosophy  
Public Communication

Speech  
Theater

## SOCIAL SCIENCES

Anthropology  
Economics  
Geography (excluding  
Geog 201 and 209)

History  
Corrections  
Police Administration  
Law Science

Political Science  
Psychology  
Sociology

## MATH AND LOGIC

Applied Statistics  
Mathematics

Philosophy  
(Phil 204 only)

## NATURAL SCIENCES

Biology  
Chemistry

Geography  
(Geog 201, 209 only)

Geology  
Physics

### MAJOR REQUIREMENTS:

Credits

See Degree Programs section for the specific requirements	. 30
of the various majors . . . . .	. 30
Elective to total . . . . .	. 60

### GRADUATION:

The responsibility for meeting all requirements for graduation rests upon the student.

Students must apply for graduation prior to the expected date of graduation. Final deadline dates for graduation analysis appear in the academic calendar for the University. Applications for graduation filed after the deadline date will be processed for graduation the following semester.

Candidates should complete the "Application for Degree" form at the Office of Admissions and Records after completing approximately: 45 semester credits toward an Associate Degree.

## ASSOCIATE DEGREE PROGRAMS

\*Accounting  
Art  
Behavioral Science  
Business Administration  
Corrections

Electronic Technology  
English  
Police Administration  
Refrigeration and Heating  
Secretarial Studies

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\*Some upper division course work required through the University of Alaska, Anchorage

All courses required in each are not offered each semester. Consultation with a program advisor is essential.

# ACCOUNTING

## Associate of Arts

1. Complete the general degree requirements for the AA degree as shown on page 19.
2. Complete courses for major specialty.

	Credits
ACCT 101, 102 Principles of Accounting	6
ACCT 103 Basic Cost Accounting	3
ACCT 201 Income Tax	
ACCT 311, 312, 361 or 362 Intermediate Accounting	6
Any BA 100-200 course or any CIS 100-200 course	3
Electives	12
<b>Total</b>	<b>60</b>

## Associate in Applied Science

1. Complete the general degree requirements for the AAS degree as shown on page 19.
2. Complete courses for the major specialty.

ACCT 101, 102 Principles of Accounting	6
BA 241 Business Law I	3
ECON 121 Economics	3
BA 151 Introduction to Business	3
Concentration in Accounting (15 credits):	
ACCT 103 or 342 Basic Cost Accounting or Managerial Cost Accounting	3
ACCT 111 or 310 Income Tax	3
ACCT 311 Intermediate Accounting I	3
ACCT 312 Intermediate Accounting II	3
CIS 101 Introduction to Data Processing	3
Electives	15
<b>Total</b>	<b>60</b>

# ART

## Associate of Arts

1. Complete the general degree requirements for the AA degree as shown on page 19.
2. Complete courses for major specialty (at least 20 credits). Select from any department offerings.

	Credits
ART 100 Art Exploration	3
ART 101-102 Beginning Ceramics	6
ART 103-104 Commercial Art Design	6
ART 105-106 Beginning Drawing	6
ART 123 Watercolor Painting	3
ART 161 Two-Dimensional Design	3
ART 162 Color and Design	3
ART 163 Three-Dimensional Design	3
ART 201-202 Intermediate Ceramics	6
ART 203-204 Ceramic Sculpture	6

ART 205-206	Intermediate Drawing	6
ART 207-208	Beginning Printmaking	6
ART 209-210	Beginning Metalsmithing	6
ART 211-212	Beginning Sculpture	6
ART 213-214	Beginning Painting	6
ART 215-216	Beginning Weaving	6
ART 217-218	Portrait Painting	6
ART 219-220	Life Drawing and Composition	6
ART 221	Introductory Photography	3
ART 222	Experimental Photography	3
ART 223	Watercolor Painting and Composition	3
ART 260	Art Appreciation	3
ART 261-262	History of World Art	6
ART 291	Art Activities	Variable
<b>Total</b>		<b>60</b>

Some of the courses listed are required for students who plan to continue toward a Bachelor of Arts degree. For the specific courses refer to the UAA Bachelor of Arts in Art degree.

## BEHAVIORAL SCIENCE

### Associate of Arts

1. Complete the general degree requirements for the AA degree as shown on page 19.
2. Complete courses for the major specialty.

Course Number	Course Title	Credit
BS 101	Field Observation	3
BS 102	Introduction to Behavioral Science	3
BS 201	Field Practice	3
BS 251	Research Principles	3
PSY 102	Introduction to Psychology	3
SOC 102	Introduction to Sociology	3
BS 201	Methods of Intervention	3
	or	
SOC 109	Principles of Case Work	3

Electives (15 credits from the following):

ANTH 202	Cultural Anthropology	3
SOC 106	Social Welfare	3
SOC 201	Social Problems	3
SOC 203	Juvenile Delinquency	3
SOC 222	Community Organization	3
SOC 205	Group Processes in Modern Society	3

**Total** **60**

## BUSINESS ADMINISTRATION

### Associate of Arts

1. Complete the general degree requirements for the AA degree as shown on page 19.
2. Complete courses for the major specialty (12 credits).

ACCT 101-102	Principles of Accounting I & II	6
BA 241	Business Law I	3
ECON 121	Economics	3
BA 151	Introduction to Business	3
CIS 101	Introduction to Data Processing	3
Electives		18
	<b>Total</b>	<b>60</b>

### Associate in Applied Science

1. Complete the general degree requirements for the AAS degree as shown on page 19.
2. Complete courses for the major specialty.

ACCT 051-052	Introduction to Accounting I & II	6
	or	
ACCT 101-102	Principles of Accounting I & II	6
BA 241	Business Law	3
ECON 121	Economics	3
BA 151	Introduction to Business	3
	<b>Total</b>	<b>15</b>

### Concentration in General Business (15 credits):

BA 242	Business Law II	3
ACCT 222	Introduction to Computers and Accounting Systems	3
Any 100-300 level BA course		6
CIS 101	Introduction to Data Processing	3
Electives		18
	<b>Total</b>	<b>60</b>

## ELECTRONIC TECHNOLOGY

### Associate in Applied Science

1. Complete the general degree requirements for the AAS degree as shown on page 19.
2. Complete courses for the major specialty.

ET 101	Basic Electronics: DC Physics	4
ET 102	Basic Electronics: AC Physics	4
ET 108	Mathematics for DC Circuits	3
ET 109	Mathematics for AC Circuits	3
ET 122	Introduction to Electronic Devices	3
ET 123	Electronic Circuit Fundamentals	3
ET 125	Principles of Logic and Gating	3
ET 126	Theory and Application of Solid State Electronics	3
ET 201	Rectifiers and Audio Circuits	3
ET 202	Sinusoidal and Non-Sinusoidal Waveshapes	3

ET 205	Transmitter Circuitry	3
ET 209	Receiver Circuitry	3
ET 220	Wideband Systems I	3
ET 221	Wideband Systems II	3
ET 225	Principles of Microwave Electronics	3
ET 226	Industrial Electronics	3
<b>Total</b>		<b>65</b>

## ENGLISH

### Associate of Arts

- Complete the general degree requirements for the AA degree as shown on page 19.
- Complete courses for the major specialty (at least 20):
 

ENGL 131	Introduction to Literature	3
ENGL 175	Vocabulary Development	3
ENGL 212	Technical Report Writing	3
*ENGL 201	Masterpieces of World Literature I	6
*ENGL 202	Masterpieces of World Literature II	
	or	
*ENGL 203	Survey of British Literature I	6
*ENGL 204	Survey of British Literature II	
<b>Total</b>		<b>60</b>

### Special Topic Courses

\*These courses are required for students who plan to earn a Bachelor's Degree in English. They are not required for an Associate in Arts Degree.

## JUSTICE

### Associate of Arts

#### CORRECTIONS

- Complete the general degree requirements for the AA degree as shown on page 19.
- Complete courses for major specialty. (12 credits)
 

JUST 110	Introduction to Justice	3
JUST 251	Criminology	3
JUST 250	Development of Law	3
JUST 221	Justice Organization and Management	3
Elective Major courses (total 12 credits)		
JUST 210	Principles of Corrections	3
JUST 226	Correctional Administration	3
JUST 252	Substantive Criminal Law	3
JUST 254	Criminal Procedure	3
JUST 285	Rights of Offenders	3
JUST 116	Pre-sentence Investigation	3

JUST 120	Practicum: Field Observation	3
JUST 203	Juvenile Delinquency	3
JUST 220	Practicum: Field Practice	3
JUST 225	Corrections and Community	3
JUST 227	Law and Corrections	3
JUST 291	Counseling Techniques in Corrections	3
JUST 295	Drugs and Alcohol-Related Problems	3
<b>Total</b>		<b>60</b>

### Associate of Arts

#### POLICE ADMINISTRATION

1. Complete the general degree requirements for the AA degree as shown on page 19.
2. Complete courses for major specialty (12 credits).

JUST 110	Introduction to Justice	3
JUST 251	Criminology	3
JUST 250	Development of Law	3
JUST 221	Justice Organization and Management	3

#### Elective Major Courses (12 credits)

JUST 252	Substantive Criminal Law	3
JUST 254	Criminal Procedure	3
JUST 150	Line and Staff Administration	3
JUST 153	Evidence	3
JUST 220	Practicum: Field Practice	3
JUST 225	Criminal Investigation	3
JUST 257	Traffic Safety	3
JUST 258	Juveniles and Law	3
JUST 259	Administration Concepts	3
JUST 210	Principles of Corrections	3

**Total** 60

## REFRIGERATION & HEATING

### Associate in Applied Science

1. Complete the general degree requirements for the AAS degree as shown on page 19.
2. Complete courses for major specialty.

RH 101	Refrigeration & Air Conditioning I	4
RH 103	Technical Math for Refrigeration & Heating I	3
RH 105	Electronics for Refrigeration & Heating I	3
RH 107	Physics for Refrigeration & Heating I	3
RH 122	Refrigeration & Heating II	3
RH 124	Domestic Refrigeration	3
RH 126	Electronics for Refrigeration & Heating II	3
RH 128	Graphics for Refrigeration & Heating I	3
RH 201	Commercial Refrigeration	4
RH 202	Physics for Refrigeration & Heating II	3
RH 203	Control Systems for Refrigeration & Heating II	3

RH 207	Graphics for Refrigeration & Heating II	3
RH 225	Heating Plants I—Residential	4
RH 226	Heating Plants II—Commercial	4
RH 229	Solid State Elect. for Refrigeration & Heating II	3
	<b>Total</b>	<b>64</b>

## SECRETARIAL STUDIES

### Associate of Arts

1. Complete the general degree requirements for the AA degree as shown on page.
2. Complete at least 20 credits in Secretarial Studies courses with the approval of an advisor from that department.

### 3. Complete Electives

Total Hours 60

### Associate in Applied Science

1. Complete the general degree requirements for the AAS degree as shown on page 19.
2. Complete courses for major specialty.

Select 1 of the following 2 courses

ECON 101	Introduction to Current Economic Problems	3
ECON 121	Principles of Economics I	3

Select 1 of the following 3 courses

ECON 122	Principles of Economics II	3
PS 101	Introduction to American Government	3
BA 241	Business Law I	3

Select 1 of the following 3 courses

SOC 101	Introduction to Sociology	3
PSY 101	Introduction to Psychology	3
SS 209	Business Relationships	3

Select 1 of the 2 following sets of Accounting

ACCT 051-052	Introduction to Accounting I & II	6
ACCT 101-102	Principles of Accounting I & II	6

### Major Specialty:

SS 101	Beginning Shorthand	4
SS 102	Intermediate Shorthand	4
SS 103	Elementary Typewriting	3
SS 105	Intermediate Typewriting	3
SS 106	Advanced Typewriting	3
SS 203	Office Machines	3
SS 210	Office Procedures	3
SS 231	Business Communications	3

Choose 1 course from the following 2.

SS 202	Advanced Dictation and Transcription	1
SS 204	Conference Reporting	4
Electives		6

**Total** 60

## COURSE DESCRIPTIONS

### *Description of Courses*

The courses that are described on the following pages are listed alphabetically by discipline.

Associate degree-level courses are those numbered 50-99 and may be used toward the attainment of the Associate Degree.

College transfer credit courses, numbered 100 and above, are applicable to Baccalaureate Degrees upon transfer.

Courses following each other in sequence will be numbered in sequence, i.e., History 101/102. In a sequence, the first course is generally a prerequisite for the second.

Courses marked with (F) are offered during the fall semester, (S) in the spring. Summer session courses are on a demand basis only and students are advised to consult a counselor prior to formulating summer registration plans.

### *Unlisted Courses*

Some courses will be offered that are not listed in this catalog; this is done in part to developments after the catalog deadline.

A number of courses not published in the catalog are known as "S.T." courses special topic courses that have been developed at the suggestion of the students, the public, and the faculty. A special topic course might eventually be retained as a permanent class under the standard course numbering system.

Other courses are being added to the curricula. The student is advised to consult the schedule of classes each semester which lists the courses currently being taught.

## ACCOUNTING

### **ACCT 051 (F) 3 Credits** **Introduction to Accounting I**

This course is designed for the general business student for whom it may be the final study of accounting; or, for the person who intends to continue the study of accounting. This course covers the fundamental accounting processes dealing with the bookkeeping and accounting functions for service businesses and for merchandising businesses owned by a single proprietor. It is an introduction to the theory and principles of accounting as applied to the modern business field.

### **ACCT 052 (S) 3 Credits** **Introduction to Accounting II**

A continuation of Accounting I. It familiarizes the student with partnership and corporate accounting. Special emphasis is directed to contemporary interest and subject matter including analysis of cash-flow and fund-flow and certain other supplementary financial statement presentations.

### **ACCT 101 (F) 3 Credits** **Principles of Accounting I**

An introductory course in accounting concepts and procedures for a business. Emphasis is placed on the accounting cycle and the recording, summarizing, and interpretation of accounting data.

### **ACCT 102 (S) 3 Credits** **Principles of Accounting II**

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

### **ACCT 103 3 Credits** **Basic Cost Accounting**

The fundamentals of theory and practical problems in the analysis and control of material, labor and overhead cost in manufacturing. Emphasis is given to job cost system, the process system, the standard cost system and cost-revenue analysis. Prerequisite: Accounting 102 or permission of the instructor.

### **ACCT 210 3 Credits** **Income Tax**

A study of Federal and State income taxes relating primarily to the individual citizen of Alaska with emphasis on the preparation of tax returns, tax planning, and analysis of selected tax problems. Prerequisite: Accounting 101.

**ACCT 252** **3 Credits**  
**Introduction to Cost Accounting**  
 An introductory course in cost accounting for manufacturing operation with thorough treatment of job order cost accounting and process cost accounting. Prerequisite: Accounting 101.

\***ACCT 311** **3 Credits**  
**ACCT 312** **3 Credits**  
**Intermediate Accounting I & II**  
 A treatment in depth of the balance sheet accounts and procedures for their analysis and correction. Study of working capital and fixed assets will receive special emphasis during fall semester. Special attention will be given to long-term liabilities and stockholders' equity during spring semester. (Prerequisite: ACCT 102. If scheduling permits, students should take ACCT 210 and 252 before ACCT 311 and 312.)

\*Upper division courses are offered through a cooperative arrangement with the University of Alaska, Anchorage, and are offered as demand warrants.

## AGRICULTURE

**AGRI 293** **3 Credits**  
**S.T. Feeds and Nutrition**  
 A course designed for the layman who wishes to learn more about the science of animal nutrition. The course will include the comparative anatomy of the digestive systems of domestic livestock, classification of feedstuffs and their nutritional constituents; and applied nutrition and ration balancing for domestic livestock.

## ANTHROPOLOGY

**ANTH 101** **3 Credits**  
**The Study of Man**  
 Introduction to Anthropology, including the physical and cultural aspects of man.

**ANTH 200/HIST 200** **3 Credits**  
**Heritage of Alaska Natives**  
 The methodology of ethnohistory of Alaska Natives and consideration of cultural contacts, cultural breakdowns, and interaction of Natives with other people.

**ANTH 202** **3 Credits**  
**Cultural Anthropology**  
 Basic theories and current concepts of cultural anthropology regarding the social, political, and aesthetic life of primitive societies. Prerequisite: ANTH 101 or permission of the instructor.

## ART

**ART 010** **Non-Credit**  
**Leathercraft**  
 A basic introduction to leatherwork. Students will be introduced to the history of leather terms, and basic tools used in the craft. Emphasis is on student "hands on" tooling of various types of leather.

**ART 040** **Non-Credit**  
**Nelson Island Eskimo Coil Basket Weaving**  
 The gathering, curing, dying and weaving of grasses will be discussed. Major concentration will be on the Nelson Island style of Eskimo coil basket weaving with in-depth student participation.

**ART 045** **Non-Credit**  
**Stained Glass Painting**  
 A beginning course designed to accommodate those students interested in learning the art of stained glass painting.

**ART 046** **Non-Credit**  
**Woodcarving**  
 A course designed to introduce students to the art of woodcarving. Students will learn to use basic woodcarving tools, lay out designs, and apply basic carving techniques.

**ART 101** **3 Credits**  
**ART 102** **3 Credits**  
**Beginning Ceramics I & II**  
 Introduction to the making and firing of clay objects. Study of clay methods of forming decorations, glazing, and firing. ART 101-102 may be taken in reverse order. Foundation experiences in other materials such as plaster, enamels, concrete and glass.

**ART 105** **3 Credits**  
**ART 106** **3 Credits**  
**Beginning Drawing I & II**  
 Introduction to basic elements in drawing. Emphasis on a variety of techniques and media. No prerequisite.

**ART 123** **3 Credits**  
**Watercolor Painting**  
 Investigation of basic materials and techniques in painting in the medium specified. Prerequisite: Beginning drawing or permission of the instructor.

## AVIATION TECHNOLOGY

**A.T. 100** **4 Credits**  
**Private Pilot Ground School**  
 Preparation for the Federal Aviation Administration Private Pilot Examination. Includes aircraft and engine operation and limitations, aircraft flight instruments, navigation, the navigation computer, meteorology to include the national weather information, dissemination services, Federal Aviation Regulations, FAA Airman's Information Manual (AIM), radio communications, and radio navigation. Extensive use of appropriate FAA films is made.

- A.T. 101** **2 Credits**  
**Private Flying**  
 Flight instruction provided by a pilot school approved by the college designed to qualify students for a Private Pilot Certificate. Training will be in accordance with current Federal Aviation Administration flight training directives. Approximately 40 hours of flying. Course completion requires the awarding of a Private Pilot Certificate from an FAA flight inspector. Prerequisites: A.T. 100 (concurrent enrollment allowed) or passing score on FAA Private Pilot Written Exam.
- A.T. 102** **4 Credits**  
**Commercial Ground Instruction**  
 Advanced work in the topics discussed in A.T. 100 plus: alcohol and drugs and their effect in flight; aircraft engines, systems performance and limitations; the radar environment; introduction to IFR charts; use of oxygen; medical facts for pilots; good operating practices, high performance aircraft; emergency procedures, pilot responsibilities, icing and maneuvers. Prerequisites: A.T. 100 or passing score on FAA Private Pilot Exam or permission. Must also take A.T. 200, Instrument Ground School, in order to graduate from FAA-approved Advanced Ground School.
- A.T. 103** **3 Credits**  
**Commercial Flying**  
 Flight instruction provided by a pilot school approved by the college designed to qualify Private Pilots for a Commercial Pilot Certificate. Training will be in accordance with current Federal Aviation Administration flight training directives. Approximately 120 hours of flying. Course completion requires the awarding of a Commercial Pilot Certificate from an FAA flight inspector. Prerequisites: Private Pilot Certificate and A.T. 102 (concurrent enrollment allowed) or passing score on FAA Commercial Pilot Written Exam.
- A.T. 104** **3 Credits**  
**Alaska Bush Flying**  
 Specialized instruction and discussion concerning the unique flying conditions that Alaskan pilots face. Includes basic aerodynamics, mountain flying, skis, floats, wheels, judgment of unimproved landing areas, characteristics of Alaskan weather, external loads, airplane performance and limitations including icing and frost on wings, and survival. Prerequisite: Private Pilot Certificate or higher.
- A.T. 105** **1 Credit**  
**Sea Plane Flying**  
 Flight instruction provided by a pilot school approved by the college designed to qualify pilots for a Sea Plane Rating. Training will be in accordance with current Federal Aviation Administration flight training directives. Approximately 10 hours of flying. Course completion requires the awarding of a Single Engine Sea Rating from a Federal Aviation Administration flight inspector. Prerequisites: Private Pilot Certificate or higher.
- A.T. 200** **4 Credits**  
**Instrument Ground Instruction**  
 Instrument operation in detail; attitude instrument flying; air traffic control and navigation facilities; pilot responsibilities; IFR en route charts, approach plates; airspace and airway route system; ATC operations and procedures; Federal Aviation Regulations; flight planning; medical facts for pilots; meteorology; simulated flights. Course includes visits to FAA RAPCON and ARTCC facilities. Prerequisites: A.T. 100, 102 or passing score on FAA Private or Commercial Pilot Written exams or permission. Must also take A.T. 102 Commercial Ground Instruction in order to graduate from FAA-Approved Advanced Ground School.
- A.T. 201** **3 Credits**  
**Instrument Flying**  
 Flight instruction provided by a pilot school approved by the college designed to qualify commercial pilots for an Instrument Rating. Training will be in accordance with current Federal Aviation Administration flight training directives. Approximately 40 hours of flying. Course completion requires the awarding of an Instrument Rating by an FAA flight inspector. Prerequisites: Private or Commercial Pilot Certificate or A.T. 200 (concurrent enrollment allowed) or passing score on FAA Private or Commercial Pilot written exam or permission.
- A.T. 203** **2 Credits**  
**CFI Flying**  
 Flight instruction provided by a pilot school approved by the college designed to qualify Commercial Pilots for the Certified Flight Instructor Certificate. Training will be in accordance with current Federal Aviation Administration flight training directives. Approximately 30 hours of flying. Course completion requires the awarding of a Certified Flight Instructor Certificate from an FAA flight inspector. Prerequisites: Commercial Pilot Certificate and A.T. 202 (concurrent enrollment allowed) or passing score on FAA Flight Instructor Exam.

## AUTOMOTIVE TECHNOLOGY

- AUTO 016** **Non-Credit**  
**Basic Amateur Mechanic (Powder Puff)**  
 This basic non-credit course is designed for men and women who would like to know more about the automobile.
- AUTO 018** **Non-Credit**  
**Tune-up For The Amateur**  
 A detailed study and lab starting with the basics of tune-up and moving into the areas of emissions and analyzers.
- AUTO 031** **Non-Credit**  
**Front End Alignment**  
 A course designed to introduce mechanics to the tools, equipment, and procedures involved with front end alignment of automobiles and pickup trucks.

## BEHAVIORAL SCIENCE

### BS 101 3 Credits

#### Field Observation

Observation experience within a series of three agencies in which an awareness of intake procedures, services provided, and follow-up will be discussed. Prerequisite: BS 102 may be taken concurrently.

### BS 102 3 Credits

#### Introduction to Behavioral Science

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

### BS 201 3 Credits

#### Field Practice

Practical experience within an agency, under the guidance of field supervisors, collecting and interpreting client information. Ways relating to clients in a therapeutic manner will be developed in the training experience. Prerequisite: BS 101 and 102, SOC 109 or BS 202 may be taken concurrently with SOC 109 or BS 202.

## BIOLOGY

### BIOL 105 4 Credits

#### Fundamentals of Biology I

An introductory course. Basic principles of cell biology including prokaryotic biology; genetics; plant and animal biology.

### BIOL 106 4 Credits

#### Fundamentals of Biology II

Phylogeny of plants and animals (phylogeny of the eukaryotes); animal physiology; ecology and evolution. Prerequisite: BIOL 105.

## BUSINESS ADMINISTRATION

### BA 151 3 Credits

#### Introduction to Business

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

### BA 232 3 Credits

#### Real Estate Law

A practical course surveying the various kinds of deeds and conveyances, mortgages, liens, rentals, appraisals, and other transactions in the field of real estate and the law.

### BA 232 3 Credits

#### Fundamentals of Organizational Management

This course is designed for the student seeking an Associate Degree in Business Management. Topics include the development of managerial concepts, problems of working with group and individuals, organizational structures, leadership, communications, and the future management. These credits are not transferable into the BBA program.

### BA 241 3 Credits

#### Business Law I

Survey of the legal aspects of business problems; basic principles, institutions, and administration of law in contracts, agency, employment, negotiable instruments, and personal sales.

### BA 242 3 Credits

#### Business Law II

Continuation of the basic principles, institutions, and administration of law in insurance, suretyship, partnership, corporations, real property trusts, wills, bankruptcy, torts and business crimes.



## COMPUTER INFORMATION SYSTEMS

### CIS 101 3 Credits

#### Introduction to Data Processing

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

### CIS 102 3 Credits

#### RPG II

Training and practice in writing programs in the RPG II language.

## ECONOMICS

### ECON 121 3 Credits

#### Principles of Economics I

Introduction to economics; analysis and theory of national income; money and banking; public finance and taxation; economic systems. Prerequisite: working knowledge of algebra needed.

### ECON 122 3 Credits

#### Principles of Economics II

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

## EDUCATION

### ED 293 3 Credits

#### S.T. Books and Related Materials For Young Adults

Examination and discussion of books and non-print materials (filmstrips, records, etc.) most generally useful in work with adolescents (ages 12-18). A critical study of standard, classic and current books with aids and criteria for selection; use of books for curricular and leisure needs and guidance; problems of reluctant readers and non-reader; extensive examination and reading of many books and materials.

## ENGLISH

**ENGL 067** 3 Credits  
**Elementary Exposition**  
Training and practice in the basic skills necessary to produce clear, vigorous prose, with emphasis on the paragraph.

**ENGL 111** 3 Credits  
**Methods of Written Communication**  
Intensive instruction in written expression, including orderly thought, clear expression, and close analysis of appropriate texts. Prerequisite: All students taking ENGL 111 are required to take the English Placement Advising Test. This may be taken any time prior to registration or at registration. Inquire at the Counseling Office.

**ENGL 201** 3 Credits  
**Masterpieces of World Literature I**  
To develop familiarity and interpretation of selected masterpieces up through the Renaissance. Prerequisite: ENGL 111.

**ENGL 202** 3 Credits  
**Masterpieces of World Literature II**  
To develop familiarity and interpretation of selected masterpieces from the Renaissance to the Twentieth Century. Prerequisite: ENGL 111.

**ENGL 211** 3 Credits  
**Advanced Composition with Modes of Literature**  
Practice of written interpretation of fiction, drama and poetry. Prerequisite: ENGL 111.

**ENGL 213** 3 Credits  
**Advanced Exposition**  
Practice in writing non-fiction based on readings and experience in fields of social and natural sciences. Prerequisite ENGL 111.

## ELECTRONICS

**ET 039** Non-Credit  
**Amateur Radio Licensing, General**  
A course designed to prepare students for FCC General Class License Examinations. Morse Code and basic radio fundamentals will be emphasized. This course is also well suited to those seeking a novice license.

**ET 101** 4 Credits  
**Basic Electronics: DC Physics**  
Course assumes no previous knowledge of electronics and prepares the student for further study. Subjects included are: basic physics of electricity, direct current and practices, magnetism, and use of test equipment.

**ET 102** 4 Credits  
**Basic Electronics: AC Physics**  
Principles of alternating current, vectors, phase relationships, inductive and capacitive reactance, and impedance. AC circuit analysis, series and parallel resonant circuits. Transformers, network analysis. Prerequisites: ET 101 and ET 108.

**ET 108** 3 Credits  
**Mathematics for DC Circuits**  
Review of arithmetic. Selected topics in algebra, trigonometry, slide rule computation, graphs, analytic geometry, waveform analysis and decible calculations. Calculations necessary for DC theory and continued study of electronics.

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

**ET 120** 3 Credits  
**Vacuum Tube Parameters**  
Subjects included are: fundamentals, construction, characteristics, parameters, uses, and specification of vacuum tubes. Prerequisites: ET 102 and ET 109.

**ET 122** 3 Credits  
**Introduction to Electronic Devices**  
Vacuum tube and solid state devices. Physics, construction, characteristics, parameters, application, and limitations are covered by lecture and laboratory work. Prerequisites: ET 102 and ET 109.

**ET 123** 3 Credits  
**Electronic Circuit Fundamentals**  
An analysis of basic electronic circuits. Power supplies, amplifiers, and oscillators. Operational and failure analysis of basic circuits with troubleshooting procedures for each type. Prerequisite: ET 122.

**ET 125** 3 Credits  
**Principles of Logic and Gating**  
Developing basic logic circuits, including studies in adders, subtractors, binary arithmetic, Boolean algebra, logic simplification, registers, counters, and all standard gates and switches. Prerequisite: ET 122 and ET 123.

**ET 126** 3 Credits  
**Theory and Application of Solid State Electronics**  
Advanced solid state theory and applications, theory and circuit analysis of field effect transistors, integrated circuits, junction transistors, diodes, and troubleshooting. Prerequisites: ET 122 and ET 123.

**ET 201** 3 Credits  
**Rectifiers and Audio Circuits**  
Subjects include: rectifiers, audio amplifiers, microphones, phonograph cartridges, loudspeakers, tape recorders, both solid and tube types. Prerequisites: ET 125 and ET 126.

**ET 202** **3 Credits**  
**Sinusoidal and Non-Sinusoidal Waveshapes**  
 Study of the characteristics of non-sinusoidal waveshapes, including the basic transistor and tube configurations necessary to produce these waves. Prerequisites: ET 125 and ET 126.

**ET 205** **3 Credits**  
**Transmitter Circuitry**  
 Methods and techniques used in the transmission of intelligence by AM, FM, and SSB radio propagation. The study of circuitry and antennas designed to modulate and transmit AM, FM, and SSB transmitters. Alignment and troubleshooting AM, FM, and SSB transmitters. Prerequisites: ET 201 and ET 202.

**ET 209** **3 Credits**  
**Receiver Circuitry**  
 Methods and techniques used in the reception, demodulation, detection, and reproduction of radio intelligence transmitted by AM, FM, and SSB. Block diagram and schematic interpretation of AM, FM, and SSB receivers. Alignment and troubleshooting procedures used on AM, FM, and SSB receivers. Prerequisites: ET 201 and ET 202.

**ET 220** **3 Credits**  
**Wideband Systems I**  
 Television as a system. Introduction to video systems, including transmission reception, and system alignment. Prerequisites: ET 205 and ET 209, or instructor approval.

**ET 221** **3 Credits**  
**Wideband Systems II**  
 Introduction to vacuum tube and solid state color television circuits. Includes mechanical and electrical setups for television and color troubles not related to black and white television: CATV, cable television, and laying out a system. Prerequisites: ET 205 and ET 209, or instructor approval.

**ET 225** **3 Credits**  
**Principles of Microwave Electronics**  
 Course in microwave electronics for the technician. Theory of wave propagation, microwave oscillators, basic transmitting and receiving systems for radar and telecommunications. Prerequisites: ET 220 and ET 221, or instructor approval.

**ET 226** **3 Credits**  
**Industrial Telephone Switching Systems**  
 Introduction to the use of industrial electronics circuits and equipment. Theory of operation, magnetic amplifiers, motor speed controls, voltage and current control in DC and AC generators, synchro and servo system, and large current polyphase rectifiers. Prerequisites: ET 220 and ET 221 or instructor approval.

**FS 107** **3 Credits**  
**Fire Tactics and Strategy**  
 Principles of fire control through the utilization of manpower, equipment, and extinguishing agents on the fireground.

## GEOLOGY

**GEOL 103** **3 Credits**  
**Landscapes and Resources of Alaska**  
 The geologic origins of the mountains and glaciers which make up Alaska's magnificent scenery. This course is designed for those who would like to know more about the state in which they live, including where and how some of its natural resources (gold, copper, coal, oil, etc.) occur. (BA-N)

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

**GEOL 112** **4 Credits**  
**Historical Geology**  
 Laboratory work includes the reconstruction of geologic history of various regions through the use of geologic maps and structure sections. Prerequisites: GEOL 111.

## HISTORY

**HIST 131** **3 Credits**  
**History of the United States I**  
 The discovery of America to 1865; colonial period, Revolution, formation of the Constitution, western expansion, Civil War.

**HIST 132** **3 Credits**  
**History of the United States II**  
 History of the U. S. from the Reconstruction to the present.

**HIST 257** **2 Credits**  
**The Gold Rush Era: Myth and Reality**  
 A general investigation into the Gold Rush Era of 1880-1905 in Alaska and the Yukon. The major emphasis will be upon the Klondike, but Juneau, Nome and Fairbanks will also be investigated. Both fact and fiction will be utilized to understand the myth and reality of the era.

**HIST 299** **1 Credit**  
**Reading of the Gold Rush Era**  
 No description. To be taken consecutively with HIST 257.

## HOME ECONOMICS

### HE 010 Non-Credit

#### On the Loom Weaving

Beginning students will learn to spin wool on spinning wheels and dye yarns with vegetable dyes. Each student will have actual experience setting up and weaving on floor or table loom. Advanced students will analyze material samples and will learn to design their own crafts as well as weaving at least one project on a loom.

### HE 025 Non-Credit

#### Off the Loom Weaving

Five major methods of weaving without a floor or table loom will be explored during the semester. The techniques will include finger weaving, ojbway weaving, inkle weaving, and tapestry weaving. In addition students will learn basic spinning and will use their homespun yarn in a weaving project.

### HE 106 3 Credits

#### The Art of Skin Sewing

Basic techniques of sewing skins including skin selection, preparation, patterns, cutting, stitching, applied designs as sewed by the Natives of the northern regions of Alaska.

## HUMANITIES

### HUM 211 3 Credits

### HUM 212 3 Credits

Integrated introduction to the fundamental principles of literature, music, arts, and philosophy. Prerequisite: ENGL 111 or equivalent, HIST 101-102 recommended, sophomore standing.

## JUSTICE

### JUST 110 3 Credits

#### Introduction to Criminal Justice (Prerequisite to courses below)

A study of the agencies and processes involved in the criminal justice system—the legislature, the police, the prosecutor, the courts, and corrections. An analysis of the role and the problems of the law enforcement in a democratic society.

### JUST 150 3 Credits

#### Line and Staff Administration

Principles of police administration and organization as applied to staff and line units. As analysis of their functions and activities, including record-keeping, report writing, and the application of the computer.

### JUST 153 3 Credits

#### Evidence

The kinds and degrees of evidence and rules governing the admissability of evidence in court.

### JUST 210 3 Credits

#### Principles of Corrections

An introduction to the basic concepts of probation and parole; the use of authority in corrective services; institutional methods, a study of popular and professional concepts in correction. Prerequisite: JUST 110.

### JUST 220 3 Credits

#### Practicum: Field Observation

A course designed for pre-service personnel interested in firsthand familiarization with the police function.

### JUST 221 3 Credits

#### Justice Organization and Management

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

### JUST 250 3 Credits

#### Development of Law

Study of underlying philosophy, development and structure of law with emphasis on law system of United States and Alaska. Includes "Civil" precedents of such Constitutional provisions as "due process" and "equal protection" in the United States Bill of Rights, criticisms of law; review of native law ways; procedures for changing law. Prerequisite: JUST 110.

### JUST 251 3 Credits

#### Criminology

The study of the major areas of deviant behavior and its relationship to society, law, and law enforcement, including the theories of crime causation.

### JUST 252 3 Credits

#### Substantive Criminal Law

A study of the elements, purposes, and functions of the substantive criminal law with emphasis upon historical and philosophical concepts.

### JUST 254 3 Credits

#### Procedural Law (Criminal Procedure)

Emphasis upon the legal limitations of the police and the right of the people to be secure from the government under the protection of the Constitution and the Rules of Evidence.

### JUST 255 3 Credits

#### Criminal Investigation

Fundamentals of investigation; crime scene search and recording; collection and preservation of physical evidence; scientific aids; modus operandi; sources of information; interviews and interrogation; follow-up and case preparation.

### JUST 257 3 Credits

#### Traffic Safety

A study of traffic hazards and theoretical and practical aspects of traffic safety programs such as vehicle and highway design, regulation and control, education and enforcement.

### JUST 259 3 Credits

#### Administrative Concepts

Exposition of basic theory, principles and practices of public administration especially as it applies to municipal agencies. Theoretical aspects of factors such as policy-formation and decision-making in a public agency.

# MATERIALS TECHNOLOGY

**MATT 011** **Non-Credit**  
**Beginning Welding**  
A course in the basic steps of welding. The course will include oxygen acetylene welding and also electric arc welding. Not for certified welder.

## MATHEMATICS

**MATH 055** **3 Credits**  
**Elementary Algebra**  
A beginning course for students whose background is very weak. This course is designed to introduce the students to the basic concepts of algebra. These concepts include sets and their operation, numerals and number systems and their properties, variables, sentences—open and closed—properties of order, absolute value, linear and quadratic equations and inequations, factors, exponents, radicals, graphs, relations, and functions.

**MATH 103** **3 Credits**  
**Concepts of Mathematics**  
A cultural sequence for students requiring or desiring a year's sequence in mathematics or a single semester in mathematics. The course is designed to acquaint students who have a limited mathematical background with mathematical thought and history. It emphasizes mathematical reasoning rather than formal manipulation. Primarily designed to expose the non-math student to the diversity of topics in mathematics and through this exposure, to teach correct deductive reasoning. Topics may be chosen from arithmetic, geometry, number theory, set theory, topology, algebra and analysis. An ideal course for education majors, particularly elementary education majors (BA-M)

**MATH 105** **3 Credits**  
**Intermediate Algebra**  
Set theory, number systems, absolute value, inequalities, linear and quadratic equations, exponents and radicals, polynomials, and functions. Covers graphing and systems of equations. Prerequisite: One year of high school algebra with a grade of C or better, or MATH 055.

**MATH 107** **3 Credits**  
**College Algebra**  
Review of high school algebra, determinants, matrices, topics in the theory of equations, systems of equations, inequalities, curve sketching, probability and applications. Logarithms, binomial theorem, and mathematical induction. Prerequisite: Two years of high school algebra with a grade of C or better, or MATH 105.

**MATH 108** **3 Credits**  
**Trigonometry**  
Plane trigonometric functions, negative angles, solving right triangles, solving oblique triangles, graphs of the trigonometric functions, and DeMoivre's Theorem. Prerequisite: Two years of high school algebra with a grade of C or better, or MATH 105, or MATH 107.

**MATH 200** **4 Credits**  
**Calculus I**  
Differentiation and integration of exponential, logarithmic, and trigonometric functions. Parametric equations, arc length, polar coordinates, and techniques of integration. Application of the above. Prerequisite: MATH 200 or equivalent.

**MATH 201** **4 Credits**  
**Calculus II**  
Differentiation and integration of exponential, logarithmic, and trigonometric functions. Parametric equations, arc length, polar coordinates, and techniques of integration. Applications of the above. Prerequisite MATH 200 or equivalent.

## MUSIC

**MUS 101** **2 Credits**  
**MUS 102** **2 Credits**  
**Matanuska-Susitna Community Chorus**  
Performance oriented, large chorus. An established community organization for singers with the ability to read music, demonstration of secure rhythm and pitch, and acceptable vocal production. Admission by audition only.

**MUS 140** **2 Credits**  
**Beginning Guitar I**  
First semester course for those who do not read music or play a guitar. Covers note reading, a dozen simple chords, and several basic folkstyle finger-picking patterns. Guitar needed for first lesson; recommend classical guitar with nylon strings.

**MUS 141** **2 Credits**  
**Beginning Guitar II**  
Notereading continued; simple and compound time introduced. Barred chords, bass runs, hammering, and some simple (bass) instrumentals taught. Songs taught from contemporary and traditional folk music. Prerequisite: MUS 140 or ability to read in the keys of C and G and their relative minor keys, to play the basic simple chords with their primary and alternate bass notes, and to play some basic finger-picking patterns.

**MUS 144** **2 Credits**  
**Guitar Chord Theory**  
One semester theory course designed for guitar but also applicable to any stringed folk instrument where three or more strings can be played simultaneously. Transposition, analysis, building and playing of chords in at least one position. Prerequisite: must be able to read treble clef music. May be taken concurrently with MUS 141.

**MUS 245** **2 Credits**  
**Intermediate Guitar I**  
Develops technique and musicianship. Students are encouraged to work out his own arrangements of songs and to play moving bass line within a song. Contemporary folk songs used to introduce right-hand finger-picking styles used by professional folksingers. Prerequisite: MUS 141, MUS 144.

**MUS 246**  
**Intermediate Guitar II**  
Continuation of MUS 245.

**2 Credits**

## PARAMEDICAL TECHNOLOGY

**PMED 120** **6 Credits**  
**Emergency Medical Techniques**

This is a National Certified Emergency Medical Technician course. The curriculum consists of practical application of advanced first aid techniques and concepts of basic life support. This course is a prerequisite for the paramedical courses.

## PHILOSOPHY

**PHIL 201** **3 Credits**  
**Introduction to Philosophy**

Basic concepts, problems and methods, as reflected in writings of great philosophers of the Western philosophical tradition.

## PHYSICAL EDUCATION

**P.E. 015** **Non-Credit**

**Volleyball**  
Designed for adults who desire to acquire skills in playing volleyball.

**P.E. 040** **Non-Credit**

**Beginning Belly Dance**  
Designed for those wishing to learn an ancient art form for enjoyment and physical conditioning.

**P.E. 041** **Non-Credit**

**Intermediate Belly Dance**  
A continuation of Beginning Belly Dance with emphasis placed on developing techniques previously studied. In addition, students will study and practice some of the more intricate routines.

## PHYSICS

**PHYS 103** **4 Credits**

**College Physics I**  
Classical mechanics and thermodynamics. Prerequisites: High school algebra and geometry. Trigonometry useful.

**PHYS 104** **4 Credits**

**College Physics II**  
Electricity, magnetism, optics, and an introduction to modern physics. Prerequisites: High school algebra and geometry, trigonometry or PHYS 103.

## PSYCHOLOGY

**PSY 101** **3 Credits**

**Introduction to Psychology**  
Fundamentals of general psychology and human behavior.

**PSY 102** **3 Credits**

**Introduction to Psychology**  
A continuation of the fundamentals of the principles of general psychology. Prerequisite: PSY 101.

## REFRIGERATION AND HEATING TECHNOLOGY

**R.H. 101** **4 Credits**

**Refrigeration & Air Conditioning I**  
Course assumes no previous knowledge of refrigeration or air conditioning and prepares the student for further study. The student will describe the fundamentals of refrigeration and air conditioning theory. Students will explore compressors, condensers, evaporators, metering devices and related components. Students will use basic hand and power tools and testing devices applicable to the trades and will experiment with mechanical compression refrigeration system training devices.

**R.H. 103** **3 Credits**

**Technical Math For Refrigeration and Heating**  
Course is based on the practical use of mathematics as applied to trade and vocational work and is designed to increase skills in solving trade and technical problems. Basic topics covered are fractions, decimals, percentage, powers of numbers and basic algebraic elements. The student will explore geometric concepts, ratio and proportion, scale drawings, and trigonometric functions.

**R.H. 105** **3 Credits**

**Electronics For Refrigeration and Heating I**  
Course assumes no previous knowledge of electricity or electronics and prepares the students for further study. Students will explore the fundamentals of energy, sources of electricity, conductors and semiconductors, insulators inductance, capacitance, and AC-DC motors. Students will apply principles and skills developed by using test instruments and training devices.

**R.H. 107** **3 Credits**

**Physics For Refrigeration and Heating I**  
Course assumes no previous knowledge of physics and prepares the student for further study. Basic physical laws related and applied to the refrigeration and heating fields and the terminology associated with those fields will be explored. Students will apply theoretical knowledge to training devices and make fundamental calculations related to operating performance of equipment.

**R.H. 122** **3 Credits**

**Refrigeration and Air Conditioning II**  
The student will analyze and describe the chemical composition and properties of various refrigerants. The student will apply this analysis to "shop-job" situations using "live" equipment and refrigeration training devices by diagnosing and correcting various malfunctions. The student will describe the safe handling and storage of refrigerants.

**R.H. 124** **3 Credits**

**Domestic Refrigeration**  
The student will become familiar with the design, construction, and servicing of household refrigerators and freezers. Students will test and service these units as well as experiment with various training devices. Reoperation of some of these units will be explored and demonstrated.

**R.H. 126** **3 Credits****Electronics For Refrigeration and Heating II**

Course assumes no previous knowledge of electricity or electronics and prepares the student for further study. Students will explore schematic wiring diagrams and electrical circuits, alternating current, electric meters, single-phase motors, motor protection, three-phase motors. Familiarization exercises dealing with air conditioning circuits and the ability to troubleshoot exercises dealing with air conditioning circuits and the ability to troubleshoot malfunctioning equipment will be covered.

**R.H. 128** **3 Credits****Graphics For Refrigeration and Heating I**

Course assumes no previous knowledge of graphic arts, students will develop and demonstrate skills in sketching and freehand drawing. Projection theory, orthographic and pictorial representations, sectional drawings and auxiliary views will be explored to enable students to prepare simple working drawings.

**R.H. 201** **4 Credits****Commercial Refrigeration**

The student will describe the various system components and their use. Students will explain the function of refrigerant flow control devices, receivers, defrost mechanisms, primary and secondary controls and other related controls. This information will be applied to analyze and service commercial refrigeration systems. Installation procedures, thermal conductivity and heat load estimates will be explored and demonstrated.

**R.H. 202** **3 Credits****Physics For Refrigeration and Heating II**

Course assumes no previous knowledge of physics and teaches the student the practical aspects of psychrometrics, load calculation, heat quantities, insulation factors and coefficients, heat and water vapor flow through structures.

**R.H. 203** **3 Credits****Control Systems For Refrigeration and Heating II**

Course assumes no previous knowledge of control systems. Material covered deals with the practical application of automatic controls for heating and air conditioning systems. Basic problems of automatic control are explored and principles are applied to problem solving.

**R.H. 207** **3 Credits****Graphics For Refrigeration and Heating II**

Course assumes no previous knowledge of graphics as it relates to piping, duct, and schematic diagrams. Students will develop and demonstrate skills in the layout of piping, duct and schematic diagrams for use in heating and air conditioning. Symbols associated with plumbing, duct work and electrical trades will be stressed.

**R.H. 225** **4 Credits****Heating Plants I—Residential**

Course assumes no previous knowledge of residential heating plants. Students will develop knowledge and skills needed to work in the field of residential heating. Material taught will range from beginning maintenance skills to advanced troubleshooting and repair of oil, gas, and electric heating systems.

**R.H. 226** **4 Credits****Heating Plants II—Commercial**

Course explores commercial heating devices and systems. Mixed air temperature control systems (rooftop), commercial gas heat systems, three-phase commercial single package air conditioning, direct spark gas ignition systems, and heavy oil burner systems are explored. Much of the course work will deal with troubleshooting. As such, a large portion of the time allotted will be devoted to "hands on learning."

**R.H. 229** **3 Credits****Solid State Electronics For Refrigeration and Heating II**

Course assumes no previous knowledge of electronics and prepares the student for further study. Students will explore semiconductors diodes, transistors, transistor amplifiers, electron tubes, power supplies, photoelectricity, thermoelectric cooling, inductive heating, and dielectric heating.

**SECRETARIAL STUDIES****SS 035** **Non-Credit****Beginning Card Punch**

Course will consist of mechanics, programming, and operation of machine. Also will include basic application.

**SS 101** **4 Credits****Beginning Shorthand**

Gregg Shorthand, Diamond Jubilee Series. Beginning shorthand for secretarial students. Theory and reading practice for students who have had no training in Gregg Shorthand.

**SS 102** **4 Credits****Intermediate Shorthand**

Reinforces basic Gregg theory principles; emphasis upon speed dictation; transcription introduced. Prerequisite: SS 101 or equivalent and ability to type.

**SS 103** **3 Credits****Elementary Typewriting**

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

- |   |                         |  |                         |
|---|-------------------------|--|-------------------------|
| <p><b>SS 105</b><br/> <b>Intermediate Typewriting</b><br/>         Speed and accuracy development and application of typewriting skill and special letter problems, tabulations, manuscripts, and other office typing problems. Prerequisite: SS 103 or one year of high school typing or equivalent.</p>   | <p><b>3 Credits</b></p> | <p><b>SS 231</b><br/> <b>Business Communications</b><br/>         Applies the techniques of written communications 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 businessman and his associates, customers, and dealers. Included will be interoffice memos, letters and reports. Prerequisite: SS 131. Ability to type.</p> | <p><b>3 Credits</b></p> |
| <p><b>SS 106</b><br/> <b>Advanced Typewriting</b><br/>         Typing of business letters, legal documents and forms, statistical tabulations including financial reports, and the problem solving approach to the completion of various typing problems. Emphasis on speed and office standards. Prerequisites: SS 105 or equivalent and speed of 40 words a minute.</p> | <p><b>3 Credits</b></p> | <p><b>SPEECH</b></p>   |                         |
| <p><b>SS 210</b><br/> <b>Office Procedures</b><br/>         Business filing systems and records control, application of effective procedures for handling mail, telephone, meeting the public, office communications, library science, and employment procedures.</p>   | <p><b>3 Credits</b></p> | <p><b>SPCH 111</b><br/> <b>Fundamentals of Oral Communication</b><br/>         An introduction to the process of interpersonal and group communication patterns, focusing on the effective elements of language and culture. Work is based on specific structural technique combined with creative delivery methods and the essentials of audience analysis, audience response and constructive listening.</p>   | <p><b>3 Credits</b></p> |



It is the policy of the University of Alaska to provide equal educational and employment opportunities, to provide services and benefits to all students and employees without regard to race, color, religion, national origin or sex in accordance with the laws enforced by the Department of HEW/OCR and OEO/DOL.

Including Presidential Executive Order 11246, as amended, Title VI, of the 1964 Civil Rights Act, Title IX of the Educational Amendment of 1972 and Title 41, Parts 60-1, 60-2, 60-3, 60-20, and 60-50, and Sections 799A and 845 of the Public Health Service Act where applicable.

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### ACADEMIC FACULTY AND PROFESSIONAL STAFF

**Christensen, Robert**, Aviation Technology, University of Alaska, BT 1978.

**Fallon, Elizabeth J.**, English, SUNY, BA 1961; University of Alaska, MA 1966.

**Hough, Ray A.**, Refrigeration and Heating Technology, University of Alaska, AAS 1978.

**Ketchum, Kermit**, Electronic Technology, Park College, BBA 1976.

**Madsen, Elizabeth**, Librarian, Anthropology, Western Washington State, BA 1966; University of Hawaii, MA 1972.

**Okeson, Alvin**, Campus President, Concordia College, BA 1956; St. Cloud State College, MS 1964.

**Sather, Melvin H.**, Electronic Technology, University of Alaska, AAS 1977.

**Scheer, Eugene B.**, Dean of Career Education University  
of Alaska, B.Ed 1972; M.Ed 1974.

**Vance, John R.**, Refrigeration and Heating Technology, University of Alaska, AAS 1978.

**Van Loon, Weston O.**, Accounting, Business Administration, Economics, University of Texas, BBA 1972; University of Missouri (K.C.), MBA 1974.

**Mason, Wayne**, Music.

### PART-TIME FACULTY

Armstrong, Edna  
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## ADMINISTRATIVE STAFF

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Musgrove, Susan	Administrative Secretary
Newman, Bill	Building Maintenance
Oglesby, Debbie	Accounts Clerk
Ortner, Walter	Custodian
Redington, Violet	Clerk Specialist

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