

Kenai Peninsula Community College

1980-1982 CATALOG

Post Office Box 848
Soldotna, Alaska 99669

(907) 262-5801

The provisions of this catalog are not to be regarded as an irrevocable contract between the student and Kenai Peninsula Community College. The College reserves the right to change any provision or requirement at any time during the period in which this catalog is in effect.

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Kenai Peninsula Community College is a campus within the University of Alaska's Statewide System of Higher Education and operates in cooperation with the Kenai Peninsula Borough School District.

It is the policy of the Kenai Peninsula Community College to provide equal educational and employment opportunities and to provide services and benefits to all students and employees without regard to race, color, religion, national origin, sex, age, physical handicap, or veteran status. This policy is in accordance with the laws enforced by the Department of Health, Education, and Welfare and the Department of Labor, including Presidential Executive Order 11246 as amended; Title VI and VII of the 1964 Civil Rights Act; Title IX of the Education Amendment of 1972; Title 41, parts 60-1, 60-2, 60-3, and 60-50; Sections 799A and 845 of the Public Health Service Act, where applicable; Section 504 of the Rehabilitation Act; and Alaska Statute 18.80.220. Inquiries regarding the application of these and other regulations should be directed to either the Affirmative Action Officer of the University of Alaska or to the Office of Civil Rights, Department of Health, Education, and Welfare, Washington, D.C.

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

Academic Calendar 1980-82

Kenai Peninsula Community College

Fall 1980

Registration

On-Campus
Homer
Seward

September 2-3

September 4-5

September 5

September 2-3

September 4

September 4

September 17

October 17

October 23

November 27-28

December 1

December 12

December 15-19

January 5

Placement Testing

First Day of Instruction

Late Registration Add/Drop Fees Commence

Last Day of Late Registration

Deadline for Fall Graduation Applications

Last Day to Withdraw from Classes

Thanksgiving Holiday

Classes Resume

Last Day of Instruction

Final Examinations

Grades on File with Registrar

Spring 1981

Registration

Admitted Degree & Certificate Students
On-Campus
Homer
Seward

December 12

January 6-7

January 8-9

January 5

January 6-7

January 12

January 8

January 21

February 20

March 4

March 5-6

March 9

March 9

April 23

April 24-29

April 30

May 8

Placement Testing

First Day of Instruction

Late Registration Add/Drop Fees Commence

Last Day of Late Registration

Deadline for Spring Graduation Applications

Last Day to Withdraw from Classes

Spring Break

Classes Resume

Last Day of Instruction

Final Examinations

Commencement Exercises

Grades on File with Registrar

Summer 1981

First Day of Instruction

June 1

Last Day to Withdraw from Classes

June 15

Last Day of Instruction

July 3

Grades on File with Registrar

July 8

Fall 1981

Registration

Admitted Degree & Certificate Students
On-Campus
Homer
Seward

To Be Announced

September 1-3

September 7-8

September 4

September 1-3

September 8

September 8

September 21

October 16

October 22

November 26-27

November 30

December 16

December 17-22

January 2

Placement Testing

First Day of Instruction

Late Registration Add/Drop Fees Commence

Last Day of Late Registration

Deadline for Fall Graduation Applications

Last Day to Withdraw from Classes

Thanksgiving Holiday

Classes Resume

Last Day of Instruction

Final Examinations

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Spring 1982

Registration

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Seward

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Deadline for Spring Graduation Applications

Last Day to Withdrawal from Classes

Spring Break

Classes Resume

Last Day of Instruction

Final Examinations

Commencement Exercises

Grades on File with Registrar

December 18

January 5-6

January 7-8

January 11

January 5-6

January 11

January 7

January 20

February 19

March 5

March 4-5

March 8

April 22

April 23-28

April 29

May 6

Summer 1982

First Day of Instruction

Last Day to Withdraw from Classes

Last Day of Instruction

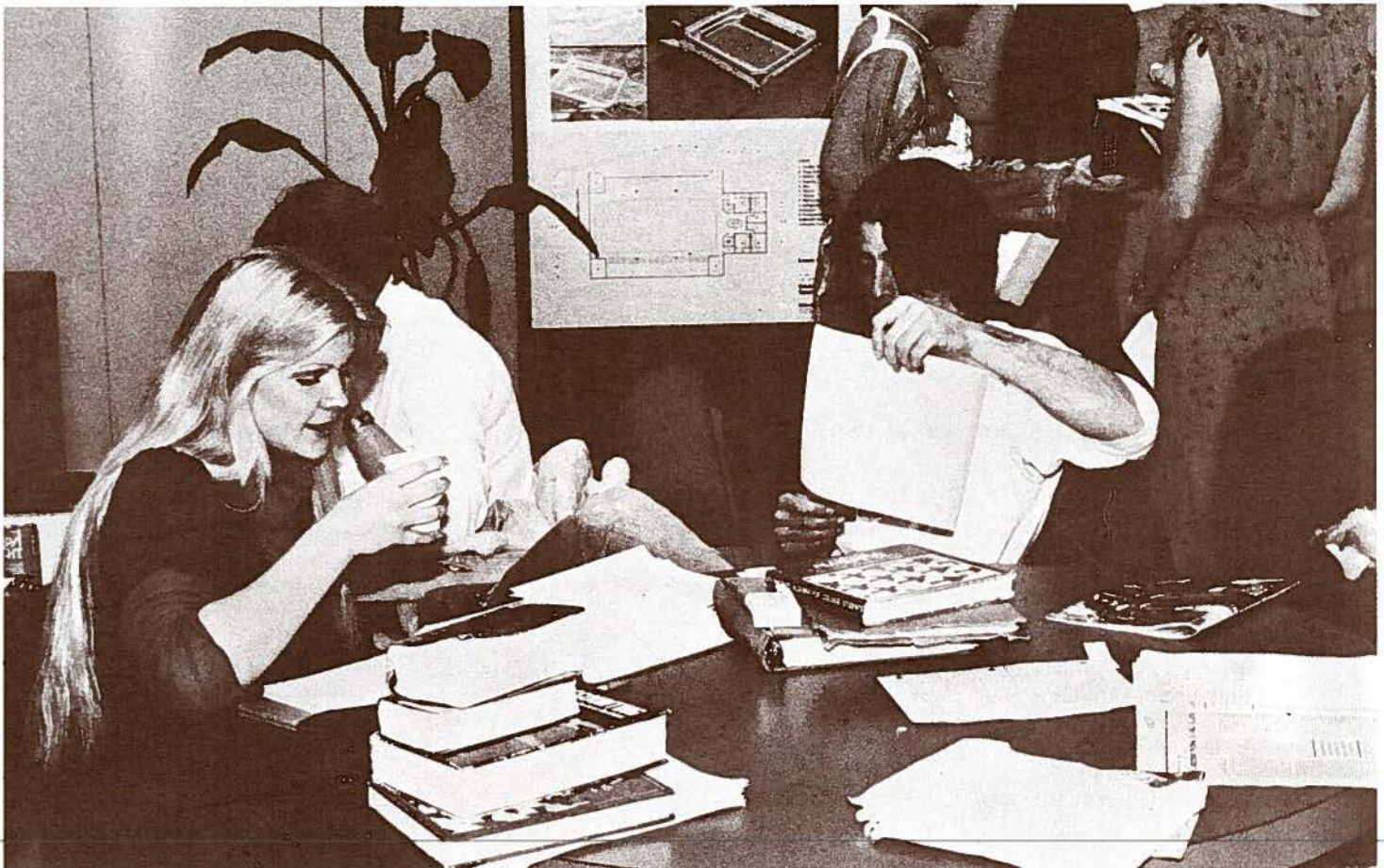
Grades on File with Registrar

June 1

June 15

July 3

July 9



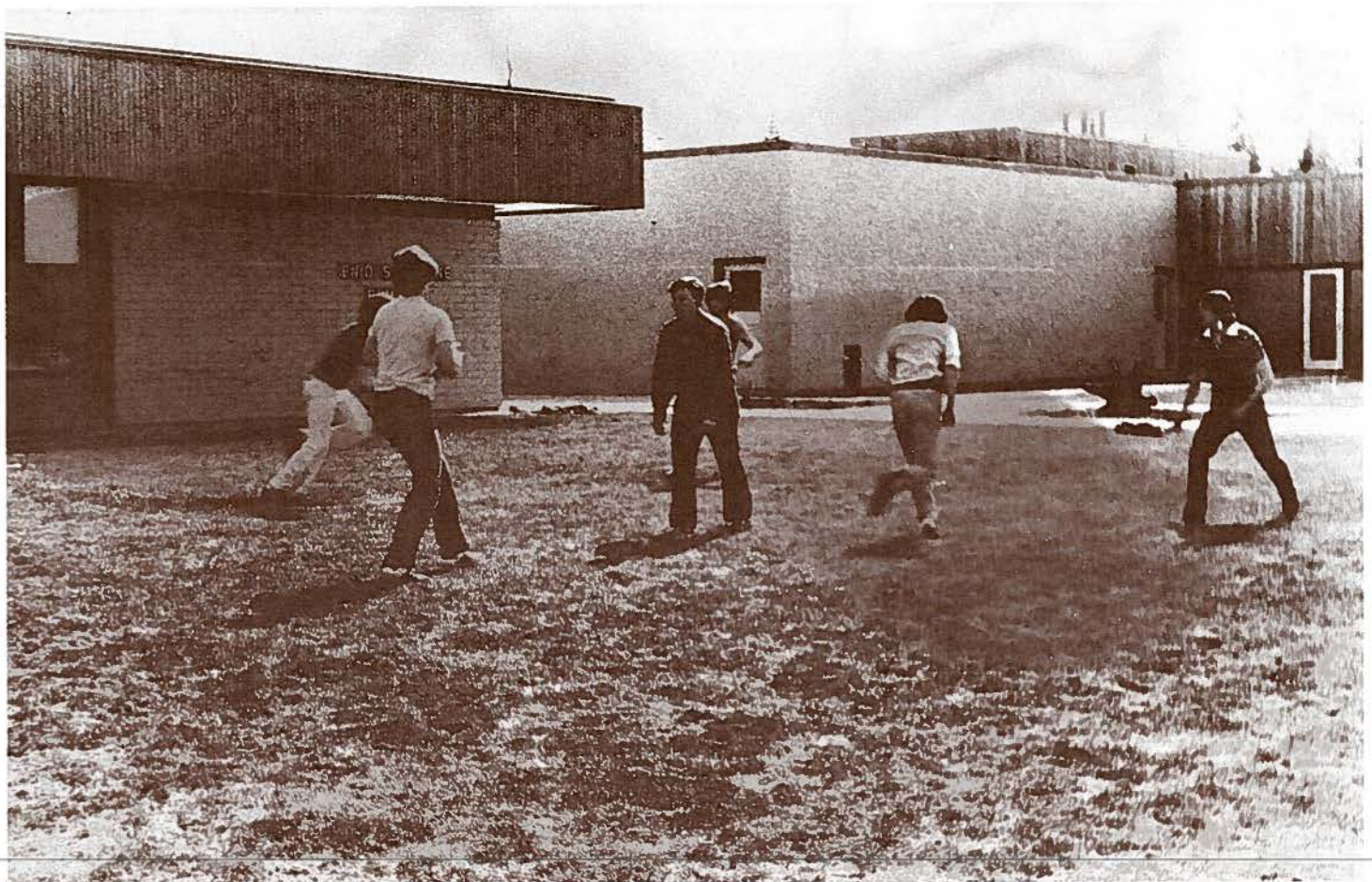




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General Information

History of the University

The University of Alaska dates from July 4, 1915, when the Honorable James Wickersham, delegate of Congress from Alaska, laid the cornerstone on land near Fairbanks 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 on July 1, 1935, and the Board of Trustees became the Board of Regents. The University offered its first summer session in 1947. In 1949, Dr. Terris Moore succeeded President Bunnell, who became President Emeritus.

Dr. Ernest N. Patty, member of the first faculty of the Alaska Agricultural College and School of Mines and former dean of the college, was inaugurated as the third president of the University in 1953 and named President Emeritus upon his retirement in 1960; Dr. William R. Wood became the University's fourth president at that time. Dr. Robert W. Hiatt became the University's fifth president in 1973 upon the retirement of Dr. Wood. Dr. Charles O. Ferguson succeeded Dr. Hiatt in March, 1977, who was followed by Dr. Neil Humphrey, Mr. Foster Diebold, and Dr. Jay Barton, the present president.

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

History of Kenai Peninsula Community College

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

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

KPCC is one of the largest Community Colleges in the University of Alaska system. Its main campus is located off the Kalifonsky Beach Road approximately four miles southwest of Soldotna. Extension programs are also being carried on with the help of Local Coordinators in Homer and Seward. Kenai Peninsula campus extends some 185 miles by road from Seward to Homer and across Kachemak Bay to Seldovia.

KPCC offers a general program of the first two years of college courses, including those leading to the Associate of Arts and the Associate of Applied Science Degrees. Academic courses also count toward earning the Bachelor of Arts Degree. In addition, a number of Vocational-Technical and interest courses are taught. Counseling and testing are also provided.

Kenai Peninsula Community College is one of ten in the University of Alaska statewide system and, today, enrolls over 1300 students per semester. The number of students has more than doubled since the fall of 1976.

Mission

Kenai Peninsula Community College is dedicated to offering a comprehensive, continuing and nondiscriminatory postsecondary educational program. Further, the institution is dedicated to serving as the center of learning and culture of the Borough, and it believes that each student should have the opportunity to grow as an individual within the framework of the College. The total Kenai Peninsula Borough comprises the campus and college education should be put within reach of all residents.

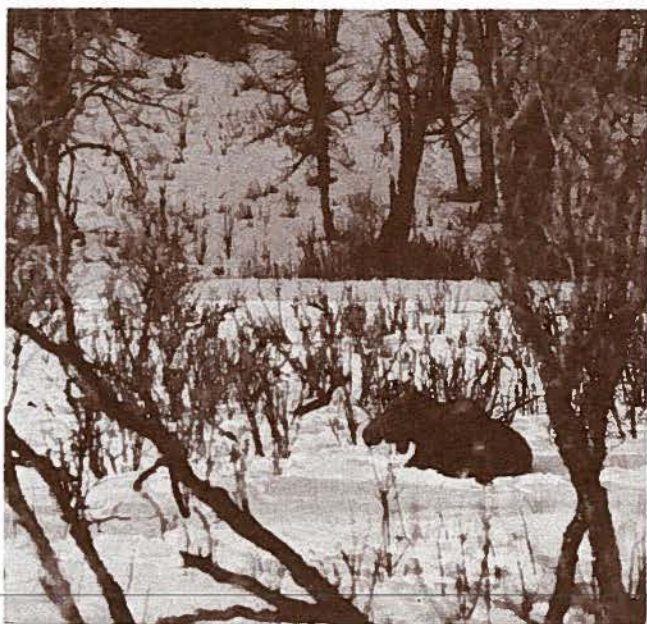
Philosophy

We believe that programs should be designed for developing career-oriented skills, for earning credits to meet KPCC requirements or to transfer to other colleges and universities, and for enriching the quality of living of individuals and the community, and further that social, cultural and citizenship skills should be developed as part of the educational program.

We believe that effective counseling, testing, evaluations and advisement services should be provided for students along with programs of financial aid and assistance for needy individuals.

We believe that effective learning and efficient operation require constant innovation throughout the institution.

And finally, we believe that as the cultural center of the Borough this College should encourage and participate in co-curricular events of significant value to the community, and that programs of non-educational services be maintained for the borough: its people, its government, its commerce and its industry.



Library

The Library has a collection of over 13,000 volumes and subscribes to more than 200 magazines. It contains materials in all forms: pamphlets, maps, phonograph records, slides, tapes and microfiche.

LOAN PERIOD - Materials circulate for two week periods and may be renewed unless the material is in demand. There are no fines. After a series of overdue notices, unresponsive patrons are billed for the cost of the material and are assessed a handling charge.

Magazines and reference books must be used in the library.

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

HOURS - During the regular semester schedule, the Library is open 9 a.m. to 10 p.m. Monday through Thursday and Fridays 9 a.m. to 4:30 p.m. The Library is closed weekends.

Institutional Goals

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

Objectives

1. To locate instruction so that college courses will be available to residents of the entire Kenai Peninsula Borough according to need and/or demand;
2. To offer career and technological education and training for persons entering or re-entering the labor market,

and for upgrading the work-skills of those presently employed;

3. To provide opportunities for credits that may be transferred to other colleges and universities, or may be used to obtain KPCC degrees or certificates;
4. To establish, support and fund programs of financial aid to assure that needy individuals will be able to take advantage of college services;
5. To recruit and to encourage those individuals with inadequate levels of education to return to school, and to provide effective basic education courses;
6. To coordinate upper division and graduate classes given for credits that may be applied to Baccalaureate or graduate degrees for professional certification;
7. To offer general interest or personal self-improvement courses designed to enrich the quality of living of an individual and of the community;
8. To offer academic, career counseling and testing services for students, and an advisement program aimed at placing students in appropriate courses in relation to their interests, goals, and capabilities;
9. To encourage, sponsor and participate in cultural activities, including significant discussions, debates, athletic events, theatrical productions, seminars, conferences, gatherings and forums;
10. To maintain effective relationships with all segments of the community, to assure that future community needs will be met.

Accreditation

Kenai Peninsula Community College was accredited in 1979 by the Northwest Association of Schools and Colleges. Prior to 1979 Kenai Peninsula Community College was accredited by the Northwest Association of Schools and Colleges as part of the University of Alaska, Southcentral. All work done above the 100 level is transferable to other colleges and universities.



Admissions

The Open Door

KPCC's programs are designed primarily for students who have received their high school diploma or an equivalency certificate (GED), for seniors in high school who choose to participate in our early admissions program, and for adults not in high school who are 18 years or older. A specific grade point average (G.P.A.) in previous high school or college is not required. It must be noted that admission to the college for purposes of registration does not imply formal admission to degree programs.

You are eligible to enroll for classes at Kenai Peninsula Community College if you:

1. Have earned a high school diploma or equivalent (GED Certificate); or
2. Are 18 years of age or older; or whose high school class has graduated; or
3. Are a high school student with written permission from your parent, guardian, high school counselor, and the Dean of Instruction.

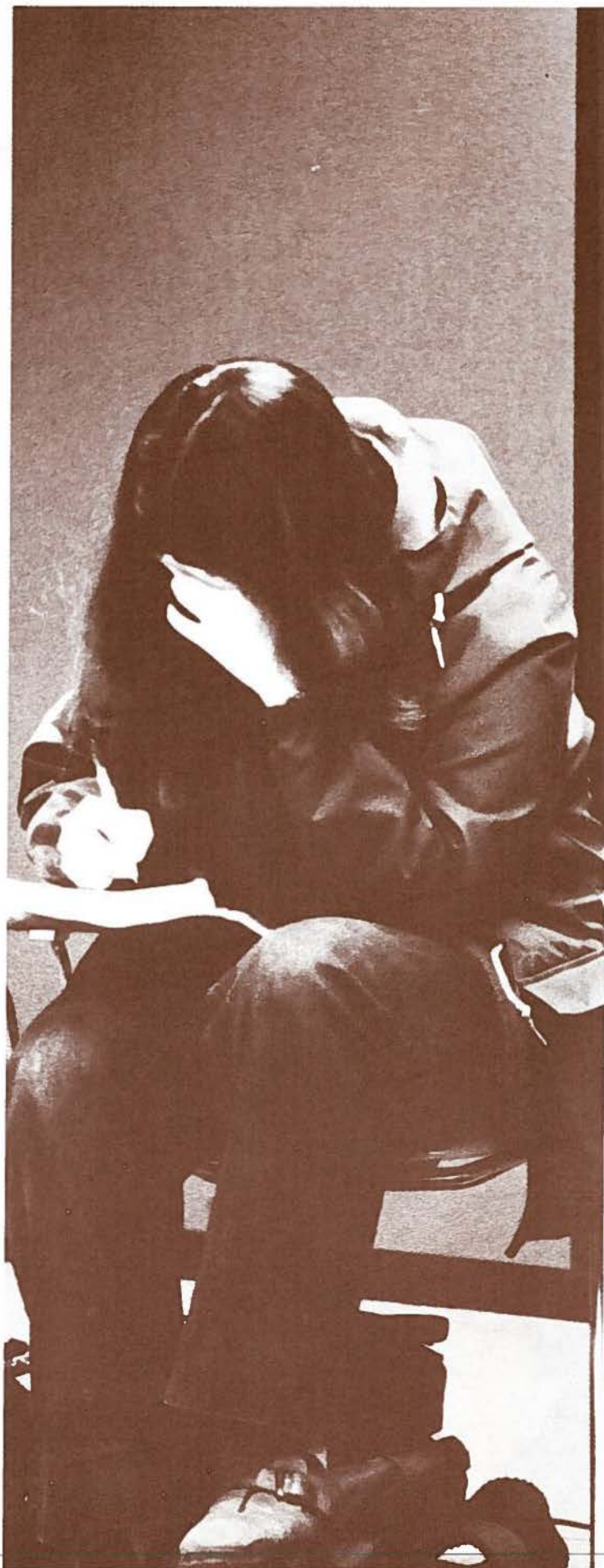
The following procedures apply to the pre-college student:

1. Any pre-college student who is accepted for general admission will receive grades and a transcript, and in general, be treated as other college students.
2. The fact that pre-college students may use college credits to satisfy pre-college requirements is unrelated to the use of these credits at the college.

Formal Admission to Degree or Certificate Programs

You may enroll in any course for which you meet the requirements; however, to be admitted to a degree or certificate program; and before you receive a degree or certificate from Kenai Peninsula Community College, you must formally be admitted, to accomplish this formal admission process, you should complete the following steps:

1. Submit a completed application for admission form and a \$10 fee to the Office of Admission and Records. If you have paid the \$10 admission fee at any branch of the University of Alaska, but did not receive a degree, you do not have to pay the application fee again. However, you must complete another application form.
2. Arrange to have official transcript from all other Colleges and Universities sent to the Office of Admission and Records.
3. When your file is complete, it will be reviewed for admission and you will be notified of your status and an advisor will be assigned by the Office of Admission and Records. Your advisor will help plan your college program.





Admission With Transfer Credit

Kenai Peninsula Community College will accept a total of 45 credits toward an associate degree from other accredited institutions.

Transfer credit evaluations are performed for students who have been formally admitted to a degree program. The College may 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 Kenai Peninsula Community College courses. The College reserves the right to reject work of doubtful quality or to require an examination before credit is allowed.

Non-resident credit for a student will not be posted to a student's transcript unless each of the following criteria are met:

1. The student must be currently enrolled, or have completed at least one semester hour in residence at the Kenai Peninsula Community College.
2. The student must complete an application for admission, pay the \$10 admission fee and be accepted for formal admissions to a degree program. (Students who have paid the \$10 fee at any branch of the University of Alaska, but did not receive a degree, do not have to pay the fee again. However, a new application must be made).
3. The student must submit official transcripts from each school previously attended.
4. The student may be requested to furnish a college catalog from each school previously attended.

Military Credit

One calendar year in the military must be completed to be eligible for Basic Training Credit. Enlisted personnel will receive eight elective credits for basic training, officers will receive up to 15 elective credit hours. Credit may also be granted for formal service schooling, as recommended in the guide prepared by the American Council on Education for the evaluation of military service schooling. Credit is granted for the successful completion of **DANTES** course, as recommended by the American Council on Education. No more than 15 credits may be granted to any one student. The credit may only be applied toward a degree if earned in a formal service school and in accordance with criteria established by the department responsible for the degree.

Diagnostic Testing and Placement

Students applying to be admitted to a degree program, and who have not yet met their Written Communications requirement must take a placement examination. Students performing below a minimum level in one or more of these tests will be advised to take the equivalent preparatory course to improve performance in the deficient area. Students must have the placement results prior to registering for Communications Courses.

Students applying to be admitted to degree programs requiring math or reading should follow the same procedure.

Residency

Alaskan residents as well as students from Hawaii, the Yukon Territory, and the Northwest Territories are exempt from non-resident tuition fees. For purposes of tuition fees, a resident is any person who has been physically present in Alaska for one year and who declares intention to remain in Alaska indefinitely. However, any person who, within one year, has declared himself/herself to be a resident of another state, voted in another state, or committed 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 qualified as an Alaskan resident, as defined above, shall be deemed a resident, and otherwise such an unemancipated person under the age of 18 shall be deemed a non-resident for purposes of non-resident tuition.

A foreign student on a 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 College's definition are met.

Additional Entrance Requirements for Foreign Students

A foreign student must make formal application for admissions and to be able to speak, read, and write the English language well enough to do college level work successfully. All applicants from countries where English is not the native language must present a score of 450 or above on the Test of English as a Foreign Language (TOEFL). No other English language test can be used. In addition, when preparing the I-20 form that is necessary to obtain an F-1 (student) visa, the College 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. A foreign student must sign a statement that he has sufficient funds to pay all of his expenses while attending Kenai Peninsula Community College as well as the amount needed to pay his transportation costs from his home to Alaska and return.

Transfer of Credit Within the University of Alaska

This policy affirms the basic right of every University of Alaska student in good standing to transfer his or her credits from one institution within the University to another.* Its basic aim is to facilitate the movement of students between institutions within the University and to insure their equitable treatment in the exercise of that right.

Course credit at the 100 and 200 levels from a University of Alaska Community College or Extension Center shall be accepted for full credit, up to a maximum of 72 semester hours, by the University's baccalaureate degree-granting institutions. Course credit transferred between Community Colleges within the University shall be accepted for full credit without limitation on the number of credit hours that may be transferred.

*Good standing is defined as having a 2.0 ("C") or higher grade point average in previous course work.



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 register formally, the same as a student enrolled for credit.

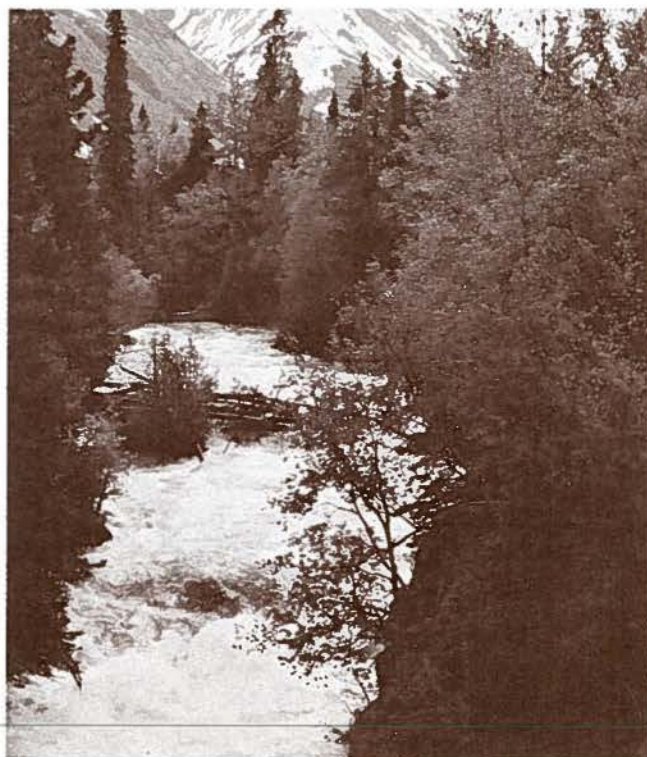
Cancellation or Scheduling of Classes

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

Information

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

Office of Admissions and Records
Kenai Peninsula Community College
Post Office Box 848
Soldotna, Alaska 99669



Tuition and Fees

Consolidated Fee and Graduate Credit Charge

Resident students enrolling in 7 credits or less will pay \$25 per credit for undergraduate courses, and \$40 per credit for graduate courses. Students enrolling in 8 or more credits will pay the consolidated fee of \$205 plus an additional \$13 for each graduate credit included in the total to a maximum of \$320.

Tuition

Undergraduate	Resident	Nonresident*
12 or more hours	\$205	\$595
11 hours	205	530
10 hours	205	465
9 hours	205	400
8 hours	205	335
7 hours	175	240
6 hours	150	150
5 hours	125	125
4 hours	100	100
3 hours	75	75
2 hours	50	50
1 hour	25	25

*Nonresident students who enroll for 6 or fewer hours are considered residents for fee assessment purposes.

Undergraduate course fees are \$25 per semester credit hour. Graduate course fees are \$40 per semester credit hour.

Other Fees

Admission Fee	\$10.00
Student Activity Fee:	
12 credits and over (per semester)	10.00
7 credits to 11 credits	5.00
1 credit to 6 credits	\$1.00/credit to 5.00
Late Registration Fee	5.00
Add/Drop Fee (per-transaction)	2.00
Credit-by-Examination Fee (per credit hour)	5.00
NOTE: Courses which require the use of special materials, supplies, or services may have a material-use in addition to the normal credit-hour charge.	

Fee Explanation

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

Admission Application Fee

A fee of \$10 shall be paid at the time an application for admission to Kenai Peninsula Community College is submitted. This is a nonrefundable fee.

Audit Fees

Fees are the same as for those enrolled for credit.

Add/Drop Fee

An additional fee of \$2 shall be paid for each transaction after the start of late registration. This fee will not be levied when changes are necessitated by College cancellation of courses or College rescheduling of classes.

Credit-By-Examination Fee

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

Late Registration Fee

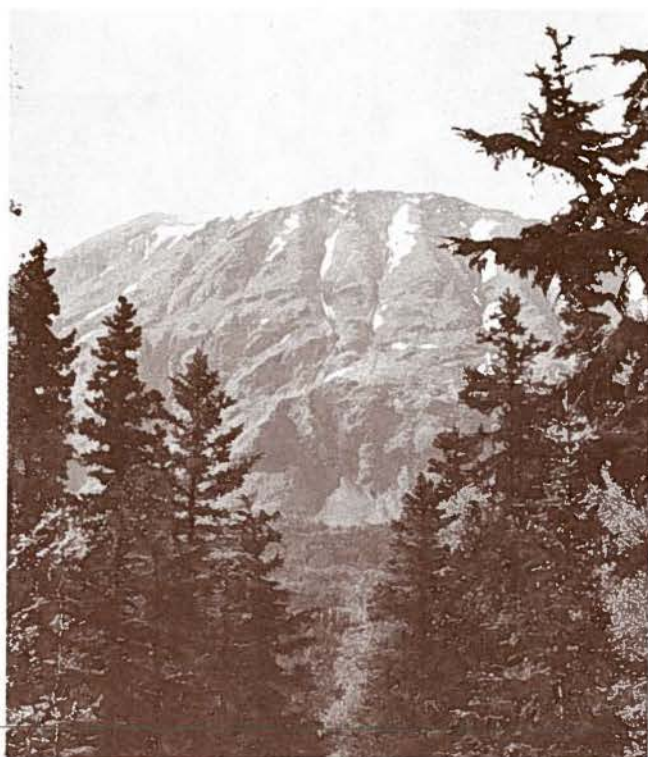
There is a specified cut-off date for registration each semester. Students registering after that date shall pay a late registration fee of \$5. This fee is refundable only in the event all classes for which the student registered are cancelled.

Waiver of Late Fees

Occasionally there is a need to waive late fees due to circumstances beyond the control of the student. The Campus President may waive late fees.

Laboratory or Material Fees

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



Financial Obligations

The college reserves the right to withhold transcripts, diplomas, or final grade reports from students who have not paid all financial obligations. If a student is delinquent in payment of any amount due to the college, registration for succeeding semesters may be withheld. Registration of any student may be cancelled at any time for failure to meet installment contract payments, or financial obligations. The registration process is not completed until all fees and charges due the college have been paid.

Payment of Tuition and Fees

At the announced time of registration each student is expected to pay all charges due for the entire semester. In addition, any charges unpaid at the end of previous semesters are due and payable prior to reenrollment at the college.

Students who have difficulty in meeting these charges and have a good credit record at the college have the alternative of requesting a deferred payment plan. The Financial Aid Office accepts such applications. Requests for the deferred payment plan should be made in writing prior to the registration process.

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

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 30 days and 60 days following the date of registration as announced by the Registrar, or at the end date of the student's courses whichever comes first.

3. A processing fee of \$2.00 for the initial contract service always must be paid at the time of registration.
4. Delinquent payments are subject to an additional \$2.00 charge.

Senior Citizen Waiver of Tuition

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

Non-Credit Course Fees

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

Withdrawals and Cancellation of Enrollments

Students withdrawing from courses or students who are cancelling their enrollment altogether must process a withdrawal or an enrollment cancellation notice at the Office of Admissions and Records. Refunds will be made by the Accounting Office according to the policies outlined below. Students must officially drop or withdraw from classes (including those cancelled by the College) in order to qualify for a tuition refund.



Refunds

Tuition and Fees

Refunds — General University Tuition and Fees

Students who are withdrawing from courses or cancelling enrollment must process a withdrawal or cancellation notice at the Office of Admissions and Records. Refunds will be made according to the following schedule:

1. Complete refund of both tuition and fees will be made when a withdrawal is made prior to the first day of instruction for the semester or term or in the event courses registered for are cancelled by the college.
2. Ninety percent refund of tuition only will be made for withdrawals made after either instruction or the term begins and prior to the eighth calendar day thereafter.
3. Fifty percent refund of tuition only will be made for withdrawals made from the eighth day and prior to the fifteenth calendar day.
4. No refund will be made for withdrawals made on or after the fifteenth calendar day of the semester.
5. Claim for a refund is processed automatically by the Business Office once the appropriate paperwork is completed by the student at the Office of Admissions and Records. The date of withdrawal, as indicated on the official withdrawal receipt, will determine the student's eligibility for a refund. Applications for refund may be refused unless they are made during the semester or term to which they apply.

6. Vocational and technical course fees will be subject to this refund schedule.
7. Campus activity, laboratory, materials, and miscellaneous fees shall not be subject to refund.
8. A student who has extenuating circumstances may apply for a refund by filling out a Student Petition and submitting it to the college campus president.
9. The following refund policy applies for withdrawal from classes in summer sessions and less-than-full-semester courses held throughout the year:
 - (A) A full refund (100%) of fees is given if withdrawal is completed before the start of scheduled class sessions.
 - (B) A 90% refund of fees is given if withdrawal is completed after start of first scheduled class session and before the start of the second scheduled class session.
 - (C) A 50% refund of fees is given if withdrawal is completed after the second scheduled class session and before the start of the third scheduled class session.
 - (D) No refund of fees will be given if withdrawal occurs after the third scheduled class session.
10. The Refund Policy for classes offered at locations other than the main campus and Kenai-Soldotna area will be based on the premise that the first class meeting dates will establish the first day of instruction for that area.

Exception: For those classes of three days or less in length, refunds (full) will be given only if withdrawal is completed prior to the first scheduled class session. No refunds will be made for withdrawal after the start of the class.



Student Services

Functions of Student Services

Realizing that education should be more than just attending classes, the Student Services Office at the College provides varied opportunities and supportive services that enable students to derive the greatest benefit possible from their educational experience.

A few of the services which the Office provides include:

Educational Advising

Opportunities for advising are available for students in many vocational and academic areas at the counseling office. The counseling office can help you with:

- planning your education program
- how to decide upon your major area of study
- learning about careers and the education required
- learning about your interests and abilities
- requirements for your program or degree

Personal Counseling

Through individual conferences with the Counseling Center Staff, you may be assisted in developing a greater degree of adequacy in dealing with personal and/or interpersonal concerns.

Testing Services

Decisions about careers, education, vocations and personal factors are not always easy to make. The counseling service has tests which, when used in conjunction with counseling, can be of great help to students in their making of decisions.

Some of the tests offered are interest, achievement, intelligence, as well as many national examinations. Arrangements can also be made to take the College Level Entrance Exam.

Pre-Admission Counseling

Youth and adults are assisted in determining the appropriateness of the college for their academic pursuits. By being familiar with the college, placement procedures, programs, policies, and financial aids, you can determine how you might best become involved as a student.

The College offers individualized counseling services to students considering transfer to four-year institutions or other training/educational opportunities. Assistance is provided in the process of completing application procedures, transfer of credit, determining course requirements and acquisition of financial assistance.

Career Development

Career counseling stresses self-evaluation to determine interests, desires, and aptitudes. In consultation with a counselor and specific test results, you will have more information to help you make a vocational choice.

Program Planning

You will be able to secure assistance in the selection of courses that will be relevant to your chosen program. Included will be short-term and long-range planning, consideration of previous educational experiences, personal interests, levels of learning skills, and academic potential.

Student Government

The student government has elected representatives who act in accordance with a recognized constitution and bylaws. Students seeking a student body office must maintain a 2.25 GPA.

Cooperative Education

Kenai Peninsula Community College Cooperative Education program is designed to give students enrolled at Kenai Peninsula Community College academic credit for on-the-job training. Contact the counseling office for further information.



Veterans Affairs

Kenai Peninsula Community College is an approved institution for the education and training of veterans. Veterans should contact the Student Service office for application forms well before the registration period to ensure timely receipt of benefits.

Standard of Progress

The school will report unsatisfactory progress when the student accumulates unsatisfactory grades in the equivalent of more credit hours than the minimum full-time load for VA purposes.

The school will report unsatisfactory progress when it is first determined that the student will be required to extend the equivalent of more than one term based on the minimum full-time requirement.

The school will report unsatisfactory progress when it is first determined that the student will require an extension beyond 10 percent of the approved length (hours) of the course to complete the program.

Unsatisfactory Grades

An unsatisfactory grade is defined as a punitive grade that is unacceptable for graduation based on the policies of the school. The following grades are considered as unsatisfactory grades:

- (1) Punitive failing grades (i.e., an "F" or equivalent) or,
- (2) A "D" when the school requires a "C"
- (3) An incomplete grade (usually designated as "I")
- (4) A withdrawal (usually designated "W")

Veteran's Attendance

Since the College is liable for all overpayments to veterans resulting from poor attendance and unsatisfactory progress, the instructional staff and enrolled veterans will comply with the following:

The first of each month all veterans will be responsible for having individual instructors sign a reporting form to assure the College that they are in fact attending classes and completing courses in a satisfactory manner. The Veteran's Administration will be notified of any situation where the College does not have knowledge of the veteran's attendance and progress.

Drop/Add and Withdrawals

The College is responsible for promptly reporting any increase or decrease in the number of certified credit hours for which the veteran is enrolled. Student veterans who drop a course or withdraw prior to completion will be held responsible by the Veteran's Administration for the reduction. This action could create an overpayment which would be recovered from the veteran before further payment is made.

Student Expenses

A student's expenses depend upon a number of factors, all of which should be considered carefully before planning a budget. Because student living arrangements and personal spending habits vary widely, there is no single figure that can be used to represent the cost of attending Kenai Peninsula Community College. The following estimated costs to a student for one academic year are offered as a guide in budget planning.

TUITION AND FEES. These costs vary with the student's educational level (graduate or undergraduate) and enrollment status (full or part-time). See the section in the catalog called "Fees" for a detailed listing of these charges.

BOOKS AND SUPPLIES. This usually ranges between \$170 and \$200 for a full-time student, but can vary with a student's course load.

HOUSING. Charges for rent, utilities and other household expenses can vary with the location and size of an apartment and the number of roommates sharing the total costs. For most students, housing usually averages from \$1,800 to \$2,250 per academic year.

FOOD. As with other items, the cost of food for an academic year varies among students. An allowance of between \$1,000 and \$1,500 seems to be sufficient for most students. The College does not provide food service for students.

TRANSPORTATION. An allowance between \$350 and \$450 is sufficient to meet most student's needs, but costs depend on how close a student lives to campus and whether or not the student owns a car. For budgeting purposes, also include

fares between home and the campus between semesters, during holidays or other times when a student may wish to travel.

PERSONAL EXPENSES. A student should budget for clothing, laundry and cleaning, medical and dental expenses, recreation, personal supplies and other miscellaneous expenses. An allowance of \$400 to \$500 for the academic year should be sufficient for most students.

Financial Aid

Kenai Peninsula Community College recognizes that some students and their families are not able to finance a college education entirely from their income and assets. The Office of Student Services exists to provide counseling and financial aid to students in need of assistance.

Three types of financial aid are available at Kenai Peninsula Community College:

1. Grants and Scholarships
2. Loans
3. Part-time Employment

Grants and Scholarships

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

Basic Educational Opportunity Grants are administered through the U.S. Office of Education, and range from \$200-\$1800 per year, less the recipient's family contribution. Application is made directly to the BEOG Program Office, using applications available in the Office of Student Services, high schools and public libraries. These grants are available only to undergraduates attending half-time or more.

Supplemental Education Opportunity Grants are designed to provide assistance to students with acute need. Application is made directly to the Office of Student Services at Kenai Peninsula Community College. These grants are available only to undergraduates attending half-time or more.

Veterans Administration Benefits are available to certain individuals who have served in the armed forces. These monthly benefits vary depending on the number of dependents of the veteran, as well as the number of classes taken. Veterans wishing to receive timely payments of benefits should contact their nearest Veterans Administration Office or their college counselor well before the date of registration for college.

Any veteran not maintaining a semester grade point average or cumulative grade point average of 2.0 or greater will be reported to the Veteran's Administration. Failure to maintain a grade point average of 2.0 or above may result in suspension of Veteran's Administration benefits.

Bureau of Indian Affairs. Eligible students may receive grants through the Bureau of Indian Affairs. Applications are available from BIA offices or from the Office of Student Services.

The Law Enforcement Education Program provides grants for law enforcement personnel enrolled at the Kenai Peninsula Community College. Students under this program may receive funds to cover the cost of tuition and books. Applications for this program should be made at least one month prior to registration.

Fee Waivers.

A limited number of fee waivers are available to students who demonstrate financial need. Application should be made to the Office of Student Services, prior to registration.

Senior Citizen Fee Waiver. The University of Alaska Board of Regents has approved a waiver of course fees (excluding fees for specialized classroom supplies), effective Fall Semester 1975, for Alaskan residents 60 years of age or older. Such students may enroll in any classes offered by the University of Alaska for which they are properly qualified, except those classes where student work spaces may not be available.

University Scholarships. University Scholarships are available to students with financial needs and strong academic records.

Loans

National Direct Student Loans are available to qualified students. Loan repayment begins nine months after a student completes his/her education, ceases to attend the institution, or finishes his/her military obligation, service with the Peace Corps, or service in Volunteers in Service to America (VISTA). For those who become teachers in special fields, some forgiveness clauses apply. The interest rate is 3 percent per year and the repayment period can extend up to 10 years. Loans totaling \$2,500 may be made during the first two years. Loan ceilings are \$10,000 aggregate for graduate students (including undergraduate NDSL loans) and \$5,000 aggregate for other students.

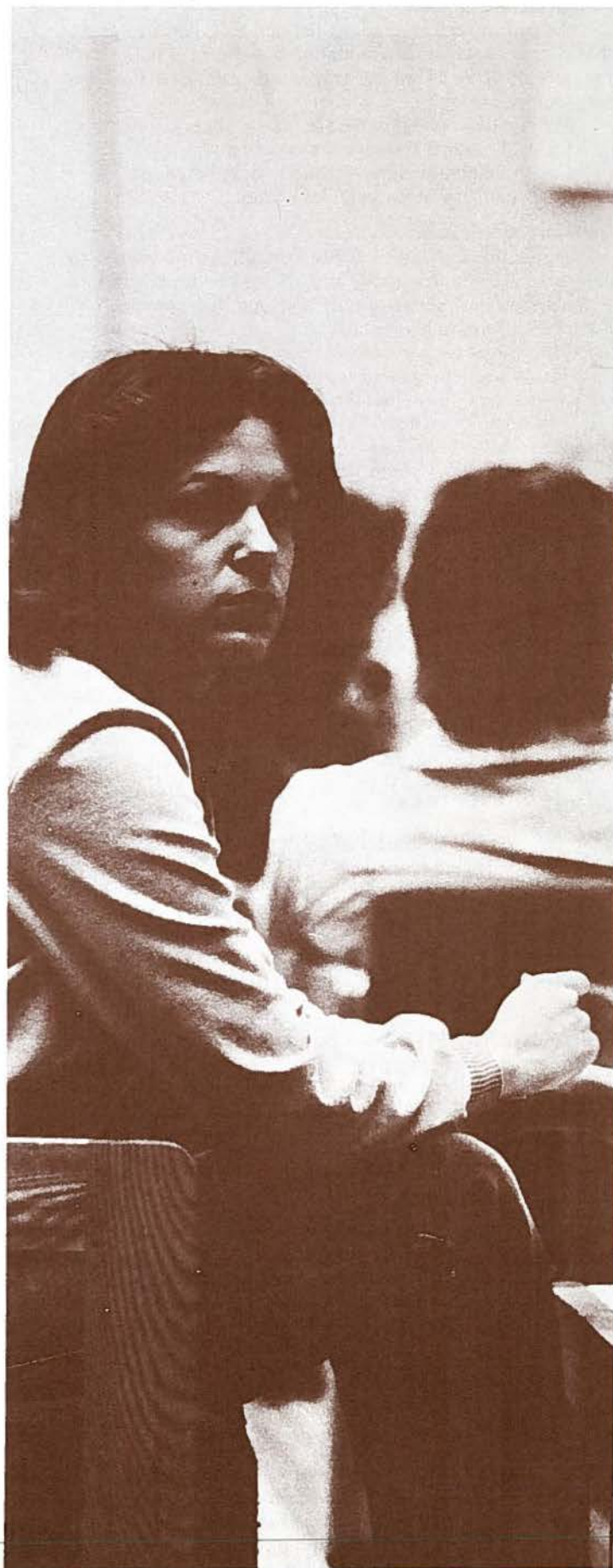
Emergency Loans. Loans are available to all enrolled students whose financial needs are modest and temporary. Emergency loans are generally limited to \$100 and must be repaid during the semester in which they are made. A \$2 service charge is placed on each emergency loan.

Alaska Student Loan. Any full-time student who has been a resident of Alaska for the preceding two years and has a high school diploma or the equivalent is eligible to apply for an Alaska Student Loan. Undergraduate students may borrow up to \$3,000 a year to pay for educational expenses at any accredited institution in the world; graduates may borrow up to \$5,000. If a student completes his/her degree program and is employed in the state following graduation, he/she will be eligible for up to 40 percent cancellation of the loan. Applications are available in the Office of Student Services.

Deferred Fees. Students with good credit records at the College may register by paying 50 percent of their total fees at the time of registration and the balance in two equal monthly payments. All fees must be paid within 60 days of the regular registration date and failure to make payments by the designated due dates may result in registration in all classes being canceled immediately.

Part-Time Employment

College Work-Study. A financial aid application and financial statement (see section on Student Financial Need) are required in order for a student to be considered for the College Work-Study Program. Under this program, students may work part-time during the school term and up to 40 hours per week during vacation periods. Most of the work opportunities are on campus and can be related to a student's educational or vocational interests.





Student Financial Need

Most student financial aid awards are based primarily on need. A student's need is determined from information supplied on the Financial Aid Form (FAF). Students seeking financial assistance are required to submit a copy of the FAF to the College Scholarship Service, designating the Anchorage Community College, as one of the recipients. The FAF form may be obtained from the University, secondary schools, or the College Scholarship Service, P.O. Box 380, Berkeley, California 94701.

Financial Independence From Parents

For the purposes of student financial aid, a student is considered to be independent from parents if he/she meets all of the following criteria; for the calendar year prior to the academic year for which he/she is applying for aid, and for the calendar years for which he/she is applying, a student cannot have or plan to have:

1. been claimed by his/her parents as a dependent on their income tax return,
2. received financial support in excess of \$600 annually from parents, or
3. lived with his/her parents for any period exceeding six weeks.

Students are required to submit a Financial Aid Form and an Affidavit of Independence in order to be considered for financial aid as Independent Students.

Any Student who does not meet all three criteria of independence is considered to be dependent and must submit a Financial Aid Form with parental Income Data.

Part-Time Students

Students who are attending Kenai Peninsula Community College, less than half-time (i.e., enrolled for fewer than six hours per semester if undergraduate students) are not eligible for most financial aid.

Half-time students are eligible to apply for certain types of financial aid: Basic Educational Opportunity Grants, Supplemental Education Opportunity Grants, College Work-Study, National Direct Student Loans, and Law Enforcement Education Program grants.

NOTE: Graduate students are not eligible for BOEG's or SEOG's.

Application Procedures

Students at Kenai Peninsula Community College should submit University Financial Aid Applications to the Office of Student Services, Kenai Peninsula Community College, Box 848, Soldotna, Alaska 99669. Students are urged to apply for aid at least three months prior to registration; late applicants will be considered for assistance if funds are still available.

In addition to a University application for financial aid, which is submitted directly to the University, a student must also file a Financial Aid Form (FAF). Students should allow up to one month to have their financial statements processed by the College Scholarship Service.

NOTE: Any undergraduate student who will be enrolled at least half-time must complete an application for a Basic Educational Opportunity Grant before he/she will be considered for other types of financial aid.

Academic Regulations

Academic Advising

The College recognizes that academic success is promoted by close personal relationships among students, counselors, and faculty. The student is encouraged to seek out information that will enable him/her to become well acquainted with the available options. Counselors will aid students in understanding requirements, seeking academic information, making appropriate referrals to faculty, etc. All full-time students will be assigned to a faculty advisor to assist in planning their academic program. Part-time students or non-degree students will be assigned to an academic advisor upon request. The student should consult his/her faculty advisor before each semester's registration to properly plan a program. Assignment of faculty advisors is made through the Office of Admissions and Records.

Academic Petition

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

1. Waiving specific degree or program requirements.
2. Substitutions for required courses.

The following are not subject to change or waiver by petition:

1. Residence Requirements—at least 15 of the final 30 credit hours for an Associate Degree must be completed in residence at Kenai Peninsula Community College.
2. Credit Hour Requirements—a minimum of 60 credit hours, including those accepted by transfer, are required for an Associate Degree.
3. Grade Point Average—a grade point average of 2.00 (C) or higher is required for graduation.

Except in rare instances, and under extenuating circumstances, petitions requesting changes to the permanent record will not be approved. These include requests for:

1. Changing department for cross-referenced courses.
2. Changes in number of credits for courses in which the credits awarded have been increased since the student completed the course.
3. Grade changes except as outlined in change of grade policy.
4. Deletion from the permanent record, except for erroneous entries.

Academic petitions are to be routed through a faculty advisor, Department Head of the subject area where the course is being petitioned and Dean.

Petition forms are obtained from the Office of Admissions and Records. Students should work with the Director of Admissions and Records to write academic petitions and receive instructions on obtaining appropriate approval and signatures.

Adding a Course

Students may add a course during the first two weeks of the semester by submitting an add/drop form and appropriate fees. Adds after the first two weeks of classes will not be accepted. Appropriate proportional rates will apply for less than semester length courses.

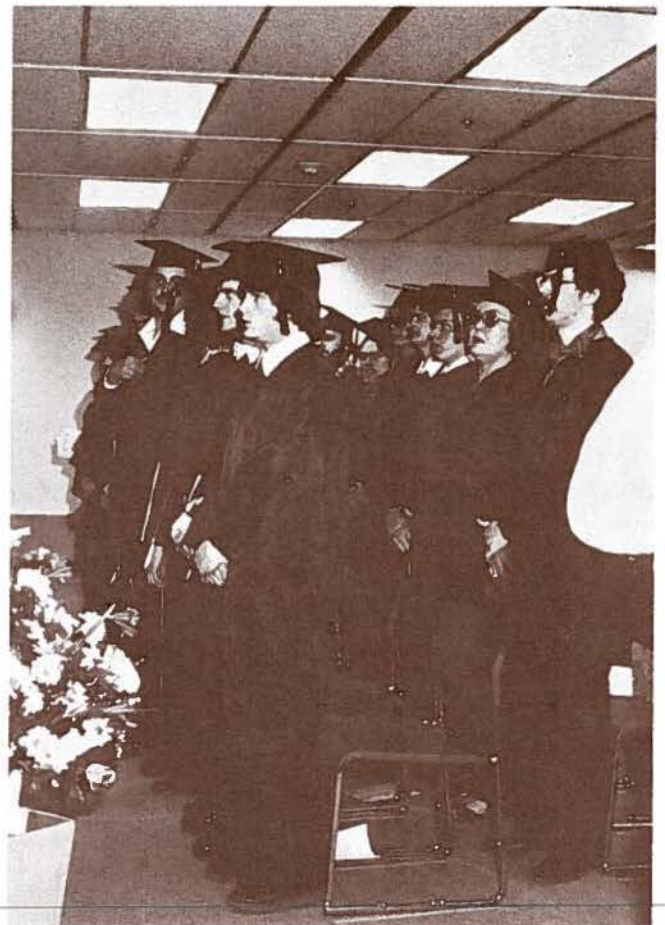
Use of Social Security Number

As a convenience to students, KPCC uses the student's social security number as a student identification number so as to avoid the need for students to memorize two nine-digit numbers. State and federal laws require that students not wishing to supply their social security number need not do so. If the student would prefer not using his/her social security number, the College will assign a nine-digit number as the student's identification number at Kenai Peninsula Community College. The student is then responsible for remembering that number and using it in all future dealings with the College.

Audit

A student may audit a course. An auditor must register officially for the class. Attendance, preparation and participation in the classroom discussions shall be at the discretion of the instructor. No credit is received for audited courses. Auditors must pay full fees.

A student may change course registration from audit to credit during the first weeks of the semester and from credit to audit before the withdrawal deadline.



Change of Grade Policy

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

Grades cannot be changed to Audit since the "AU" designation is a registration status and the "AU" is not included in the grades that may be submitted by an instructor.

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

Incompletes may be changed to letter grades—A, B, C, D, F, P. They cannot be changed to "W".

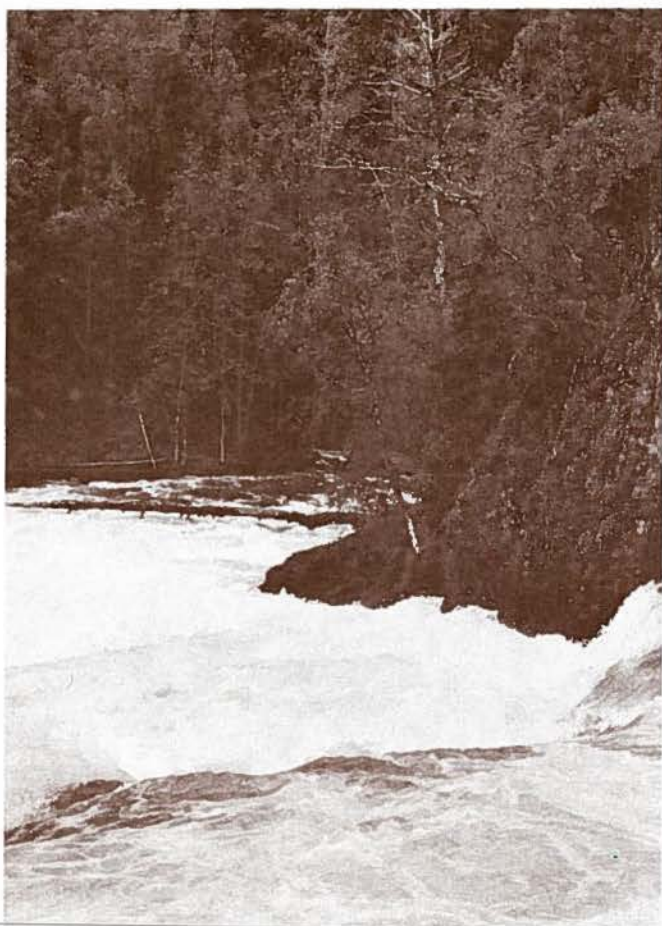
Change of Name Policy

Students desiring a name change on their academic records should report the change to the Registrar. Reasonable proof of the change should be provided.

Registration

General

Persons eligible for enrollment at Kenai Peninsula Com-



munity College 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 college calendar. Registration for special programs, short courses, seminars and other classes that are not part of the regular academic calendar will be arranged prior to the beginning of such sessions. Acceptance for registration purposes does not constitute acceptance into a degree or certificate program.

Advanced Placement

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

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

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

Non-Traditional Credit Application

Recognizing that many people have learned and accomplished a great deal outside of the formal classroom setting, Kenai Peninsula Community College in conjunction with the Anchorage Community College will explain the forms and assist the student wishing to prepare a portfolio for assessment. This portfolio is submitted to the Credit by Evaluation Committee with a request for a certain number of credits equivalent to a similar college course.

Applications will be reviewed for students interested in certificate and associate degree programs only. Students desiring to transfer to four-year programs must request to have their credits evaluated by the four-year schools.

All applicants will be required to pay a \$35 non-refundable application fee and will be charged \$10 for each credit awarded through this process.

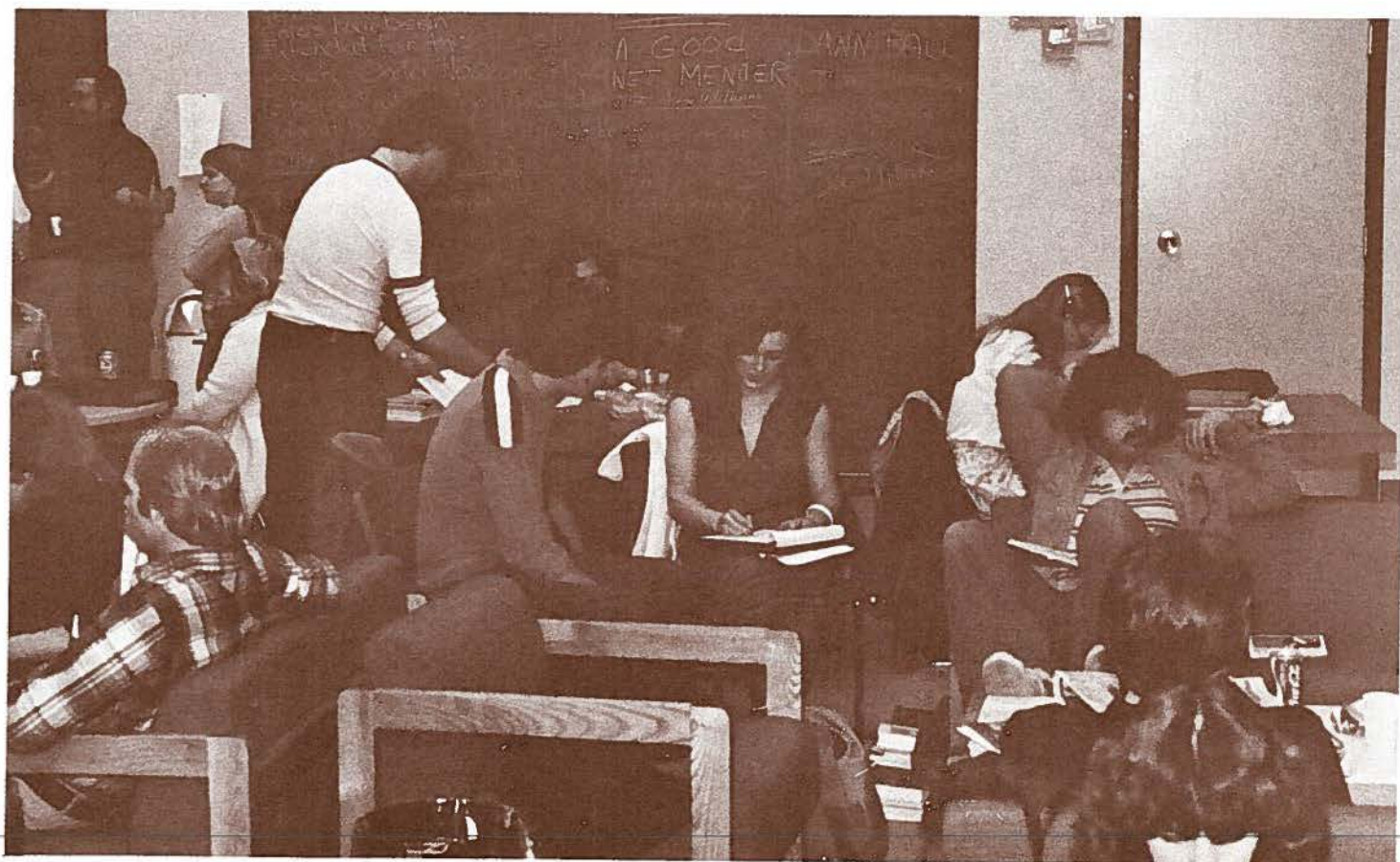
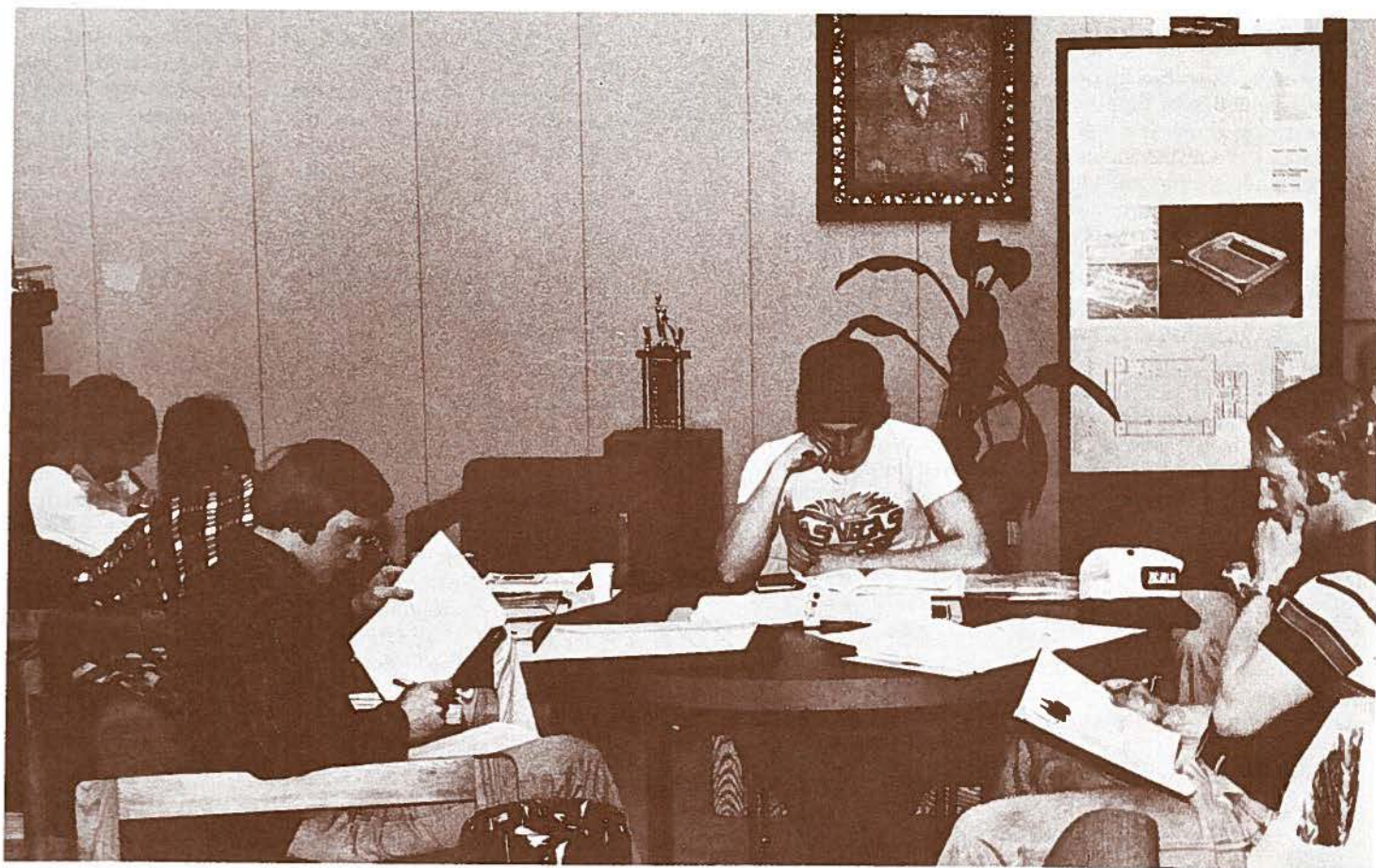
All applicants will be required to complete 12 semester hours in the University of Alaska Statewide System prior to receiving credit by assessment. Students in technical programs must complete 12 credits in the major before credit by evaluation will be awarded.

Credit requested cannot duplicate credit which has already been earned for similar course work.

The committee will work with appropriate departments in selecting faculty members to be assigned to help applicants prepare their complete application with written documents of justification. Applicants must communicate and demonstrate their understanding of the subject area.

Separate applications must be submitted if credits are requested in more than one discipline.

From 1 to 60 credits may be awarded through the credit by evaluation process, but they may not all apply towards a specific degree program.



Transcripts

An official transcript, containing the seal of the University and signature of the 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 or evaluation of credit become the property of the College and are not reissued or copied for distribution.

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 Registrar of his desire to change status.

Access to Student Records

A variety of student records are maintained by the college and are available to a student upon request. Admission and Academic records are located in the Registrar's Office and in the Office of Admissions and Records, 2221 E. Northern Lights, Anchorage, Alaska. Financial records are located in the Student Services Office and in the Financial Aid Office, 2641 Providence Ave., Anchorage, Alaska. Individual departments also maintain information pertaining to grades, correspondence, advisees and major lists. The President, Business Manager, and their respective staffs have access to student records as necessary in the course of performance of their duties, subject to restrictions and limitations imposed by law.

Policies of the college regarding reviewing and expunging student records:

1. It is the policy of the college not to maintain any student record which is not listed above.
2. Student records are destroyed when they appear to be of no potential further use.
3. Review of records is provided upon the request of any person with a proper interest in their content.
4. Records will be expunged, corrected or clarified as required if they are either incorrect or misleading.
5. A record or portion thereof may be expunged upon legitimate request of the affected student if the official responsible for maintaining the record determines that it would be proper to do so.

Student Rights Regarding Their Records

1. Students have a right to a list of their "Educational Records."
2. Students have a right to inspect and review the content of their records. Inspection and review may be done with an appointment during regular business hours.

3. Students have a right to obtain copies of their Educational Records at cost. Transcripts are free; other records will be provided at \$.40 per page.
4. Students have a right to a hearing to challenge the content of Educational Records maintained by the University of Alaska on the students.

Class Attendance Regulations

The responsibility for class attendance is specifically placed on the individual student. Each student must recognize the vital aspects of class attendance and the fact that the value of the academic experience cannot be fully measured by testing procedures alone. He/She must appreciate the necessity and privilege of regular class attendance, accept this personal responsibility and accept the consequences of failure to attend class. A faculty member is requested to notify the Registrar when a student is not attending a class so that an attempt may be made to notify the student; however, there is no duty on the part of the faculty member to do so. In addition faculty members may require attendance and attendance may be reflected in the final grade.

Student Responsibility

1. The student is responsible for all material covered in each course for which he/she is registered. In no instance does absence from class relieve the student from the responsibility for the performance of any part of the course work.
2. The student is responsible for complying with any special attendance regulations specified by the instructor.
3. The student is responsible for initiating any request to make up work missed because of a class absence. The decisions to assist the student with make-up work rests with the instructor.

Instructor Responsibility

All faculty shall explain their grading policy at the beginning of each course, in writing, and such grading policy shall not be changed during the semester. A copy of each faculty member's policy shall be maintained in the Registrar's Office.

Lecture/Lab Hours

One credit represents the satisfactory completion of specific course competencies as determined by the college and approved by the University or the satisfactory completion of:

- 840 Minutes—Lecture instruction with 1680 minutes of outside preparation.
- 1680 Minutes—Lecture-lab instruction with some outside preparation.
- 2520 Minutes—Laboratory instruction with no outside preparation.

For short courses and classes of less than one semester in duration, course hours may not be compressed into fewer than three days per credit, and no more than one credit may be earned per week per student.

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 nine 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. During the summer semester 6 credit hours is considered a full-time program.

Independent Study

All independent study courses must be approved course offerings. The responsibility for registering for an independent study course rests with the student. Each independent study must be recorded in the Registrar's Office and must contain the approval of the instructor and the appropriate Division Head. Independent study courses will have a -97 designation.

Correspondence Courses

More than 40 academic courses are also available through the correspondence study program. Further information and catalogs are available by writing to Correspondence Study, Division of Continuing Education and Summer Sessions, University of Alaska, Fairbanks, Alaska 99701.

Study Load

Students normally may register for 18 semester hours of credit (15 semester hours in the summer semester.) Students wishing to enroll for more than 18 semester hours per semester (more than 15 semester hours in the summer semester) must submit an approved overload petition signed by the appropriate division head, and dean at registration. Students must have a grade-point average of 2.75 and be of sophomore standing to be eligible for an overload. For study loads which include noncredit courses, the credit valuation is based upon equivalent credits.





Residence Credit

Residence credit is defined as University of Alaska credit that is earned by a student in formal classroom instruction, in U of A correspondence study, or in individual study or research through any unit of the University of Alaska Statewide System. Transfer credit, credit granted through nationally prepared examinations and credit by examination earned through locally prepared tests are not considered residence credit.

Student Conduct

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

Whether expressing themselves as individuals or as organized groups, members of the University community are expected to conduct themselves responsibly and to respect the basic educational goals of the College.

Accordingly, the College insists that free expression be such that the rights of others are not violated. Deliberate disruption of educational processes and functions of the College would constitute such a violation. The College subscribes to the principles of due process and a fair hearing on student grievances. A written statement on these principles is available in the Office of Admissions and Records.

Withdrawal From a Course

A student is expected to complete the courses in which enrolled. The student may, if circumstances warrant, withdraw from one or more classes by completing an add/drop form. Courses dropped in the first two weeks of the semester will not appear on the student's permanent record; thereafter a mark of "W" will be entered on the record. A student who fails to withdraw formally from a course will receive an "F" on his/her permanent record.

Withdrawals are subject to all ADD/DROP and late fees.

The Deadline for withdrawal activity is the end of the seventh week after classes begin.

A student wishing to withdraw from all classes should follow the procedure for withdrawing from the college.



Withdrawal from the College

Withdrawal from the college 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 college.

After the end of the seventh week of the semester, student initiated withdrawals, either from individual courses or from the college will not be accepted.

After that time, all withdrawals must be initiated with the approval of the Dean of the College. The intent of this policy is that such withdrawals are unusual and require substantial justification. The Dean will immediately notify faculty members of withdrawal.

Withdrawal, will appear on the student's permanent record as the letter "W" but will be entered without prejudice (having no effect on the student's G.P.A. or any reference to the student's standing in the class).

All withdrawals must be acknowledged by the student in writing. Students withdrawing from the institution are not charged drop/add fees.

Course Numbering System

- 001-049 Community interest, pre-college level or developmental courses; Associate and baccalaureate degree credit not allowed.
- 050-099 Courses designed for Associate degree or technical certificate; baccalaureate degree credit not allowed.
- 100-199 Undergraduate courses normally taken in the first year.
- 200-299 Undergraduate courses normally taken in the second year.
- 300-399 Undergraduate courses normally taken in the third year.
- 400-499 Undergraduate courses normally taken in the fourth year.
- 600-699 Graduate courses. Not open to undergraduates without special permission of the Dean.

CEU Continuing Education Unit Courses

Special or Reserved Numbers

- 049 Special Topics courses at the pre-college or developmental level.
- 92 Seminars.
- 93 Special Topics courses, officially approved courses only. These courses may be offered only during one academic year.
- 94 Special Topics Trial course. Officially approved special topics courses which will be changed to a regular course and given a new number by the Registrar if it proves successful after being offered twice.
- 97 Independent study.
- 98 Individual research.
- 99 Thesis, Practicum.
- 92, -93, -94, -97, -98, -99, — may be repeated for credit.

Section Numbers

- 100 Day Classes 8:00 a.m. - 4:00 p.m.
- 200 Late Afternoon and Evening Classes 4:00 p.m. - 10:00 p.m.
- 300 Outreach Classes
- 400 Practicum and Independent Study
- 500 Weekend Classes

College Level Examination Program (CLEP)

Minimum passing scores of CLEP Subject Examinations shall be those minimums recommended by the current CLEP Scores Interpretation and Use Manual which are used as national norms. Those norms may vary from 46 to 51 depending upon the subject. In the case of essay usage, the appropriate department shall determine a passing grade based on the CLEP score plus the essay.

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

English	3 credits for 500 score (Essay exam only, equates to ENGL 111)
Math	3 credits for 500 score
Natural Science	6 credits for 500 score
Humanities	6 credits for 500 score
Social Sciences/History	6 credits for 500 score
Maximum possible credits -	24
3. If as many as six semester hours have been earned in an area covered by a CLEP General Examination, no credit will be awarded for the successful completion of that examination.
4. Examinations may not be repeated earlier than one year.
5. CLEP General Examination are considered Non-Resident credit.

CLEP Subject Examinations

1. 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.
2. A course challenged for credit must not duplicate a course for which credit has already been granted.
3. Credit may be awarded for specific CLEP Subject Examinations upon approval of the appropriate department.
4. Minimum passing scores of CLEP Subject Examinations are those minimums recommended by current "CLEP Scores Interpretation and Use" manual, which are based on national norms, and the approval of the appropriate department. Depending on subject, these norms vary from 46-51. In the case of essay usage, the appropriate department shall determine a passing grade based on the CLEP score plus the essay.
5. Examinations may not be repeated earlier than one year.
6. CLEP Subject Examinations are considered non-resident credit.
7. Credits earned by examination are not awarded grade points.
8. There is no specific limit to the number of credits accepted under CLEP Subject Examinations.

Credit-by-Examination

1. CLEP general exams and subject exams should be used first, where appropriate, prior to giving Local-Credit-By-Exam.
2. A Local-Credit-By-Exam will not be given unless there is a full time instructor in the area of expertise.
3. Local-Credit-By-Exam will not be given unless the course is a catalog course for the unit. Generally -90's courses (193, 294, 497, etc.) and practicums may not be taken by examination.
4. Courses below the 100 level cannot be challenged.
5. A course challenged for credit must not duplicate a course for which credit has already been granted. In particular, a course cannot be challenged if it is remedial to a course for which credit has already been granted.
6. Only students currently enrolled in degree programs will be awarded credit.
7. A fee of \$5/credit hour must be charged for all Local-Credit-By-Examinations. Where competency based demonstrations are required, additional fees might be charged.
8. 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 a CLEP Subject Examination.
9. Departmental examinations may be graded Pass/Fail or a regular letter grade at the mutual agreement of the instructor and student, but failing scores will not be posted to the student's transcript.
10. Examinations may not be repeated earlier than one year.
11. Credits earned by examination are not awarded grade points.
12. There is no specific limit as to the number of credits that a student can earn by Credit-By-Examination.
13. Credit-By-Exam is considered Non-Resident Credit.

Class Standing

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

Freshman	0-29 credits
Sophomore	30-59 credits
Junior	60-94 credits
Senior	95 credits

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

Grading System

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

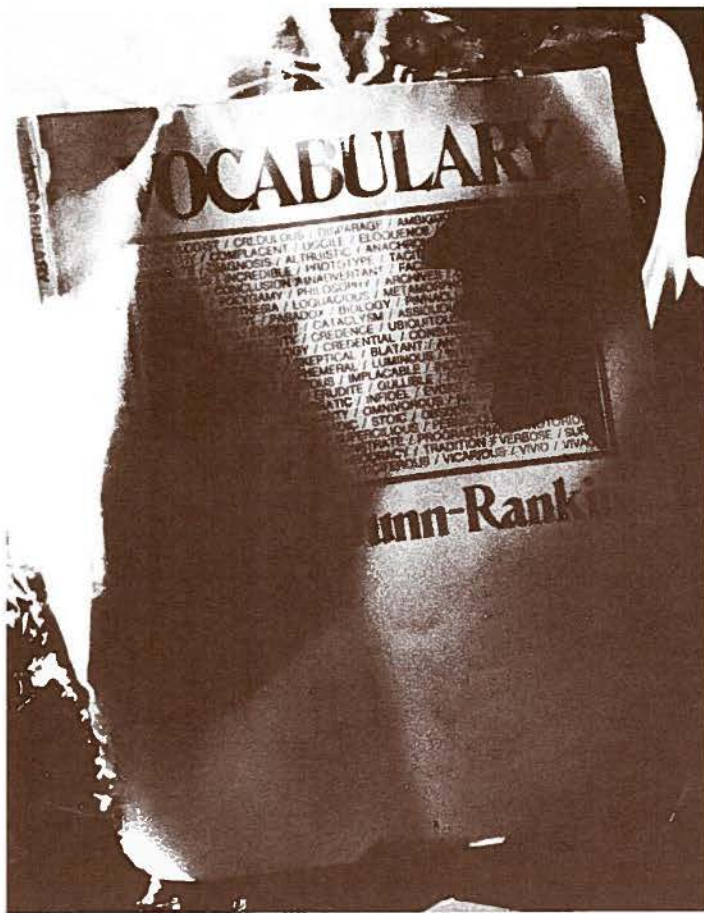
A = An honor grade; indicates originality and independent work, a superior mastery of the subject.

- B = Very good level of performance. Better than average.
 C = A satisfactory or average level of performance.
 D = The lowest passing grade; indicates work below average quality and performance.
 F = Failure. Will count in the grade point average. Must be repeated with a satisfactory grade to receive credit toward graduation.
 I = Incomplete—Indicates additional work must be performed for satisfactory completion of the course; may be given for unavoidable absence or other conditions beyond the control of the student where work already completed is grade C or better. Instructors must complete necessary forms for incompletes and grade changes.
 The grade for work that is incomplete (I) must be made up within one academic year or otherwise the incomplete becomes a permanent grade.
 P = Pass—Indicates passing work and carries no grade points.

NOTE: Pass/Fail Grading Policy

The pass/fail method of grading may be used only when the entire class is to be evaluated on this basis, and the use of pass/fail in class must be approved in advance by the Dean.

- AU = Audit—Indicates that a student has enrolled for informational instruction only. No academic credit is awarded. AU is student initiated, and cannot be issued by the instructor.
 W = Withdrawal—Indicates withdrawal from a course after the first two weeks of a semester and prior to the eighth week of the semester. W is student initiated, and cannot be issued by the instructor. During the first and second week of instruction, the student may initiate a withdrawal, which carries no designation and will not appear on a student's permanent record.
 DF = For limited use only in courses requiring students to work beyond the normal semester. There is no implied delinquency to the student, and a change to a permanent grade must be made when the extended period beyond the semester has elapsed.
 CR = Indicates credit given under the credit-no credit option and carries no grade point. The credit-no credit option encourages students to explore areas of interest not necessarily related to their academic major. One "free" elective may be taken under this option each semester. The instructor will not be informed of the student's status in the course. The student will be given credit toward graduation if he/she performs at level of C or above. If performance falls below that level, the course will not be included in any grade point calculations. If the student later changes his/her major and the course becomes a requirement, the course will be accepted by his/her new major department. The student may change from credit-no credit status during the first two weeks of the semester by informing the Admissions and Records Office of his/her desire to change status. Status change must be student initiated, and cannot be issued by the instructor.
 CEU = Continuing Education Unit—a national designation for college credit equaling ten hours of instruction.



Grade Point Average Computation

A student's grade point average (G.P.A.) is determined by:

1. Multiplying the number of credit hours of a course by the number of grade points received for that course, and
2. Adding the grade points for all courses and dividing by the total number of credit hours. Here is an example:

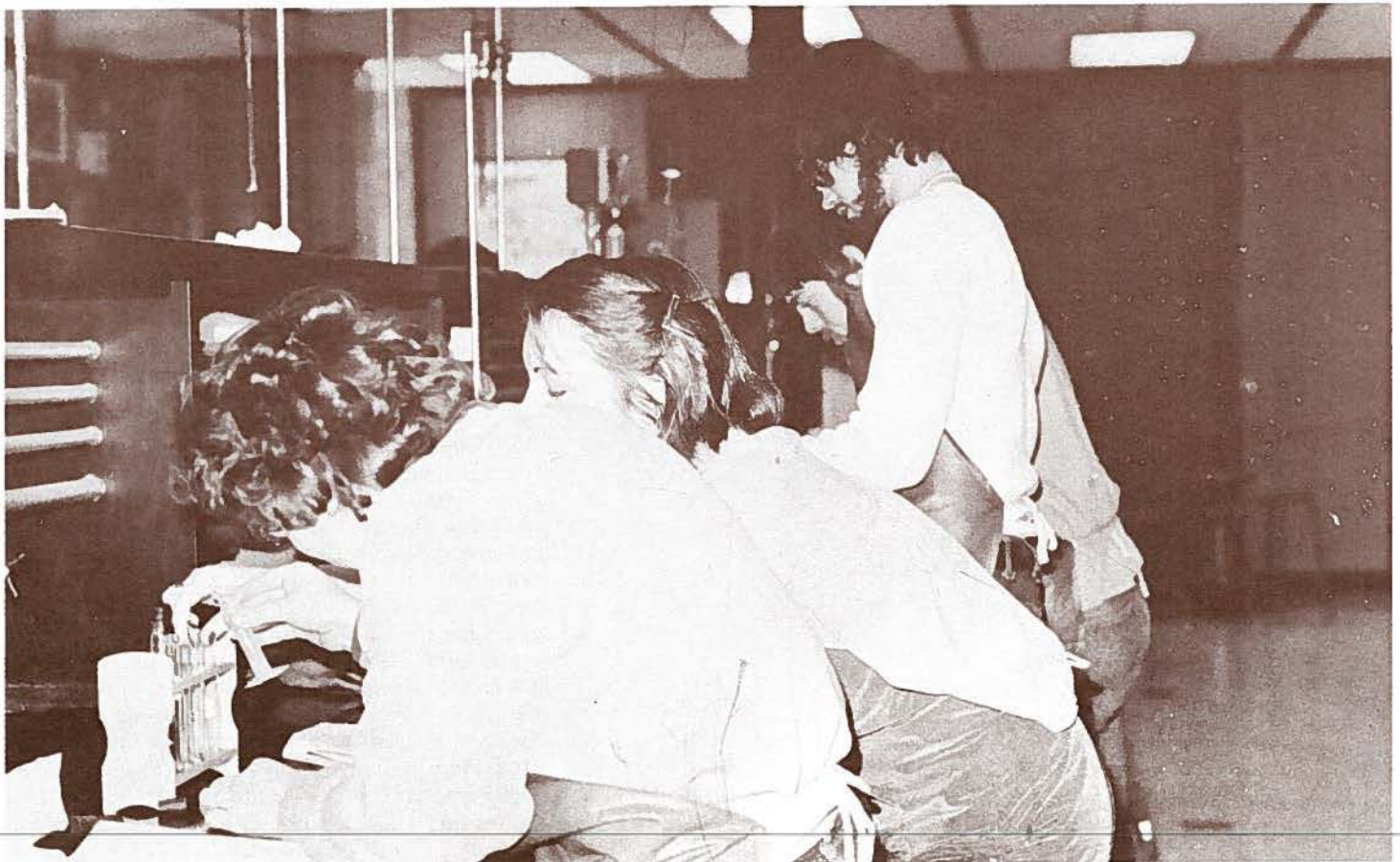
Course	Credit Hours	Grade	Value	Grade Points
ENGL 111	3	B	3	9
HIST 131	3	A	4	12
BIOL 111	4	C	2	8
SOC 246	3	D	1	3
*MATH 200	(4) 13	P	0	0
				32

GPA = 32 divided by 13

GPA 2.46

*Courses with grades of W, AU, P, I, DF, and CEU are not computed in the GPA.

3. All grades (original and any repeated courses) will be shown on the transcript, but only the last grade achieved for a course will be computed in the grade point average for graduation certification. Grades earned from repeating courses will not count toward graduation with honors.

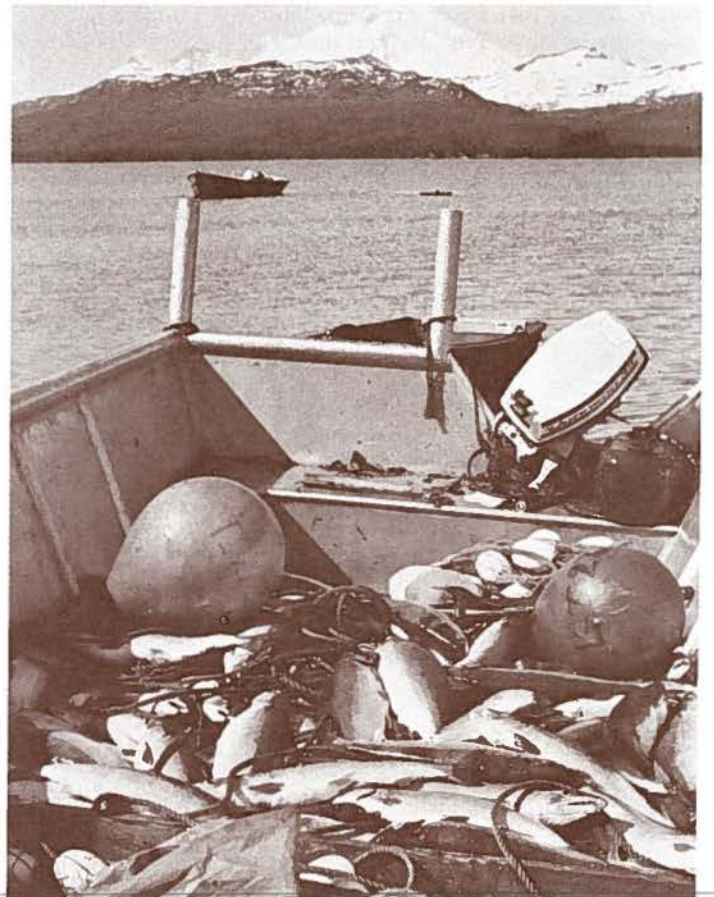
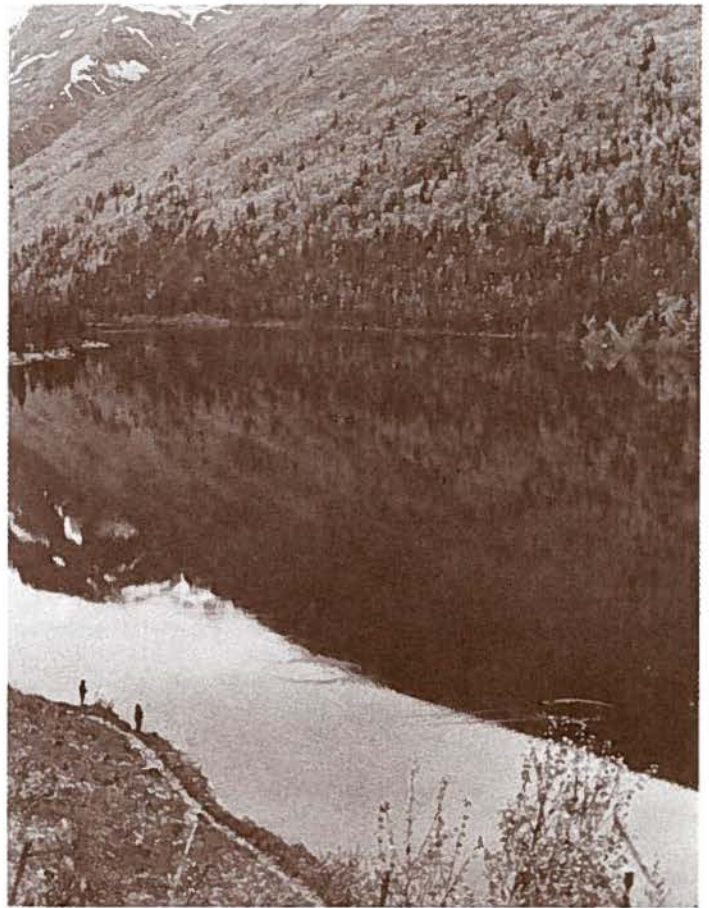


Continuing Education Unit Credit

Students must be aware that C.E.U.'s cannot be "exchanged" for credit hours, and in fact, have no relationship to credit hours. They are not applicable towards any regular degree or certificate program offered by the College. It should be noted, however, that many outside agencies recognize C.E.U.'s for purposes of certification/recertification, advancement, etc. Teacher certification in Alaska does not recognize C.E.U.'s. They may be used for recertification. This is specified in the information from the State Department of Education, as listed below.

Alaska State Regulations require six (6) semester hours of "recency"* credits as one of the requirements for an initial teachers certificate or for renewal of a certificate. For an initial certificate, these recency credits must all be academic credits. For a renewal, three of the six semester hours may be by correspondence courses or non-academic credit for the completion of institutes, workshops, travel, etc., with prior approval from the Commissioner of Education.

*Recency Credits: Six semester hours of credit earned within the five-year period prior to application.



Degree and Graduation Requirements

Degree and Graduation Requirements

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

1. Residency requirement—at least 15 semester hours of the final 30 semester hours must be earned at the University of Alaska.
2. Credit Hour Requirement—the minimum number of credits, including those accepted by transfer is 60 semester hours.
3. Grade Point Average—a grade point average of 2.0 (C) must be attained in all work as well as in the major and minor fields. All grades (original and any repeated courses) will be shown on the transcript, but only the last grade achieved for a course will be computed in the grade point average for graduation certification. Grades earned from repeating courses will not count toward graduation with honors.

A student may graduate under the requirements of the general catalog in effect during the year of graduation, or in effect at the time of original enrollment in the major, providing there has not been a time lapse of more than five years. If more than five years have elapsed, the student must meet the requirements in effect during the year he/she will graduate.

A maximum of 15 semester hours of credit completed by Correspondence Study and/or USAF/DANTES may be accepted toward an associate degree.

To be eligible for a second (or additional) associate degree, a student must complete a minimum of 12 semester hours of credit beyond the first (or latest) associate degree. All general University requirements, degree requirements, and requirements of the major must be met for each degree.

Unless otherwise specified under the specific degree program, the Written Composition requirement may be satisfied by taking English 067, 068, 111, 211, 213, and OO 231.

Students who do not demonstrate a proficiency in Reading must take a Reading class. This class may be used to meet the Humanities requirement or may be used as an elective.

Degree Requirements

Associate of Arts

	Credits
1. Communications	
Written Composition	6
Oral Communications	3

2. General Requirements

Select six credits from each of three of the following areas:

Humanities
Social Sciences
Mathematics
Natural Sciences
Other

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

3. Major Specialty

See individual program for specific requirements 20-30

4. Electives to total 60

Associate of Applied Science

1. Communications

Written Composition 6
Oral Communications 3

2. General Requirements

Complete six credits from any of the following areas:

Humanities
Social Sciences
Mathematics
Natural Sciences

3. Major Specialty

See individual program for specific requirements 30

4. Electives to total 60

Graduation and Commencement:

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

All students who complete degree requirements during the academic year are invited to participate in the annual Commencement Exercises which follows the spring semester.

Application for Graduation:

The responsibility for meeting all graduation requirements rests with the student. You must apply for graduation prior to the expected date of graduation. The application deadline for each semester is announced in the academic calendar. You should obtain the "Application for Degree" form from the Office of Admissions and Records, complete and return it after earning approximately 45 credits toward an associate degree.

Graduation With Honors:

Students completing their associate degrees with the following grade point averages, providing they meet the residency requirements, receive honors as follows:

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

Candidates for associate degrees who have transferred from other institutions must have completed a minimum of 24 credits at ~~Kenai Peninsula Community College/University~~ of Alaska to be eligible for graduation with honors. All college work attempted, including that attempted at other institutions, is considered in the determination of a student's eligibility for graduation with honors.

Certificate Program Requirements

Residency Requirements:

At least one-half of the final 50 percent of the total credit hours of a certificate program must be earned in residence. Credit-By-Examination does not qualify for residence credit.

Grade Point Average: A minimum grade point average of 2.0 (C) must be attained in the specialty field in order to receive a certificate. All grades (original and any repeated courses) will be shown on the transcript, but only the last grade achieved for a course will be computed for the grade point average for graduation certification.

A student may earn more than one certificate if they complete all the course requirements for the additional program(s).

Certificate and Degree Programs

Certificates:

Office Occupations
Petroleum Technology

Associate of Applied Science

Business Administration
Industrial Electronics
Industrial Process Instrumentation
Office Occupations
Petroleum Engineering Aide
Petroleum Technology

Associate of Arts

Art
Business Administration
Humanities
Mathematics
Natural Science
Office Occupations
Police Administration
Social Science

Course Classifications

Subject and courses that may be used in satisfying "General Requirements" have been classified as follows:

Humanities

Art
English
Foreign Language and Literature
Humanities
Journalism
Music
Philosophy
Religion
Speech and Public Communication
Theatre
History*
Dance

Mathematics and Logic

All Mathematics courses, Statistics courses

Natural Sciences

Biology, Biological Sciences
Chemistry
Physical Geography (201, 209 only)
Geology
Physics
Physical Anthropology
Physical Sciences
Energy

Social Sciences

Anthropology
Business Administration
(Business Law only 241, 242 only)
(could be limited coursework)
Corrections
Early Childhood Development
Education
History*
Economics
Geography (excluding 201, 209)
Law Science
Police Administration
Psychology
Sociology
Political Science

* Can be used under either category, but not both.

Other

Accounting
Business Administration
Computer Information Systems
Home Economics
Office Occupations/Secretarial Science
Physical Education
Trade and Technology
Military Science

Degree and Certificate Programs

Art

The Associate of Arts Degree in Art is designed to serve both the student who wants to pursue a four year degree in Art and the student who wishes to obtain a broad and practical base in many phases of Art. Students must meet general Associate Degree requirements and major specialty requirements.

Associate of Arts

Degree Requirements:	Credits
1. Communications	
Written Composition	6
Oral Communications	3
2. Select three areas from the five below and complete six credits in each of the three areas	18
Humanities	
Social Sciences	
Mathematics	
Natural Sciences	
Other	

3. Major Specialty	
ART 105—Beginning Drawing	3
Complete six credits from each of three of the following areas:	
Art History:	
ART 261-262—History of World Art	6
Color and Design:	
ART 161-162—Color and Design	6
Drawing:	
ART 106—Beginning Drawing	3
ART 205-206—Intermediate Drawing	6
ART 219-220—Life Drawing and Composition	6
Painting:	
ART 107-108—Watercolor Painting	6
ART 225-226—Beginning Oil Painting	6
ART 227-228—Beginning Acrylic Painting	6
ART 217-218—Portrait Painting	6
Photography:	
ART 221—Introductory Photography	3
ART 222—Experimental Photography	3
Printmaking:	
ART 207-208—Beginning Printmaking	6
4. Electives to total	60

Students who do not demonstrate a proficiency in Reading must take a Reading class. This class may be used to meet the Humanities requirement or may be used as an elective.



Business Administration

The KPCC Business Administration Program combines business and management theory with practical knowledge. Principle areas of study include basic management, accounting and real estate. Business Administration prepares students for entry-level positions in business and is recommended for students who intend to continue studies at four-year colleges and universities.

The objective of the program is to prepare students to meet the complex problems of the political, economic, and social environment and to enable them to give efficient service to business, industry and government on the basis of their academic training.

The real estate option offers students an opportunity to prepare for careers as salespersons or brokers.

A successful graduate from the Business Administration program will be prepared to enter an entry-level management position.

The Business Associate of Arts program is for the students who:

- A. Plan to major in Business in a four-year program and wish to complete their first two years at KPCC.
- B. Desire a broad academic and practical base in Business.

Associate of Arts

Degree Requirements:	Credits
1. Communications	
Written Composition	6
Oral Communications	3
2. Select three areas from the five listed below and complete six credits in each of the three areas	18
Humanities	
Social Sciences	
Natural Sciences	
Mathematics	
Other	
3. Major Specialty	
ACCT 101-102—Principles of Accounting I & II	6
BA 151—Introduction to Business	3
BA 166—Small Business Management	3
BA 241—Business Law I	3
CIS 101—Introduction to Data Processing	3
ECON 121—Principles of Economics I	3
*Mathematics	3
4. Electives to total	60

* Can be used under (2) above.

Students who do not demonstrate a proficiency in Reading must take a Reading class. This class may be used to meet the Humanities requirement or may be used as an elective.



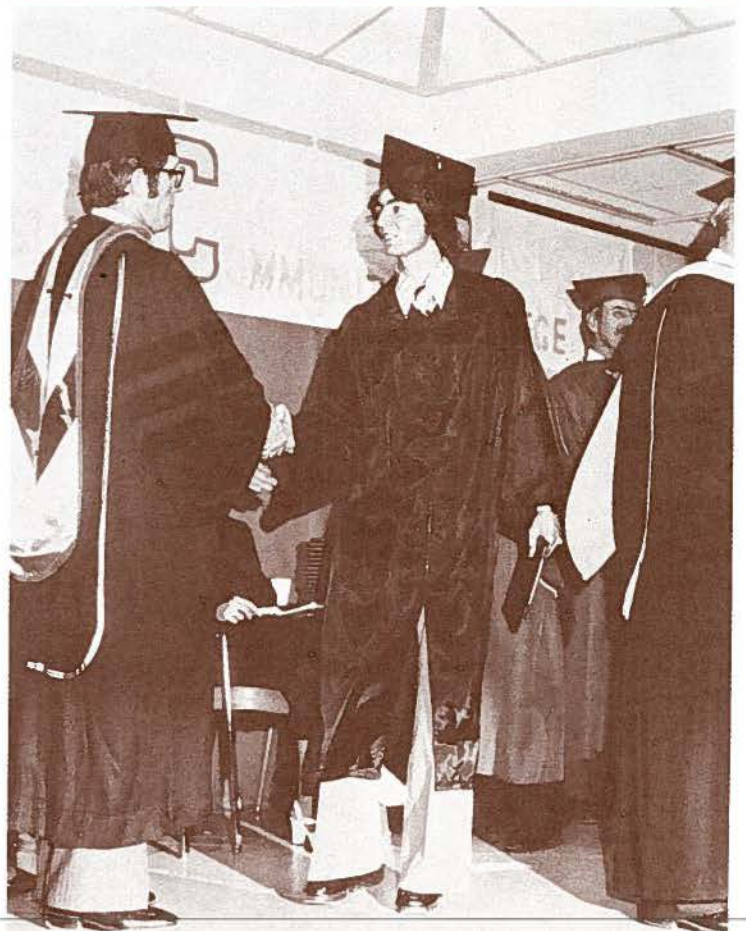
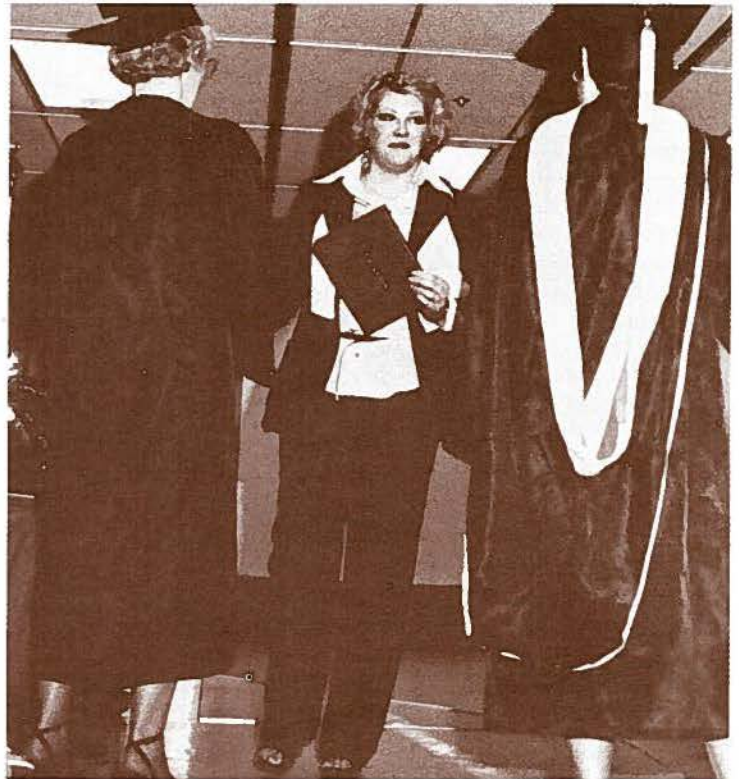
The Business Associate of Applied Science is for those students who wish to acquire practical skills and who do not plan to continue their education.

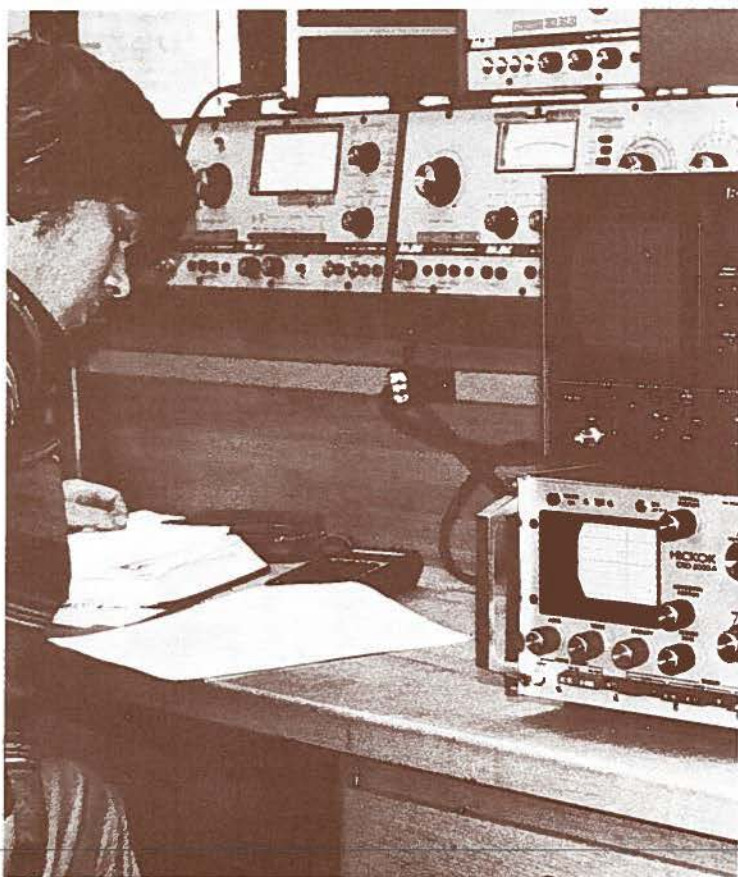
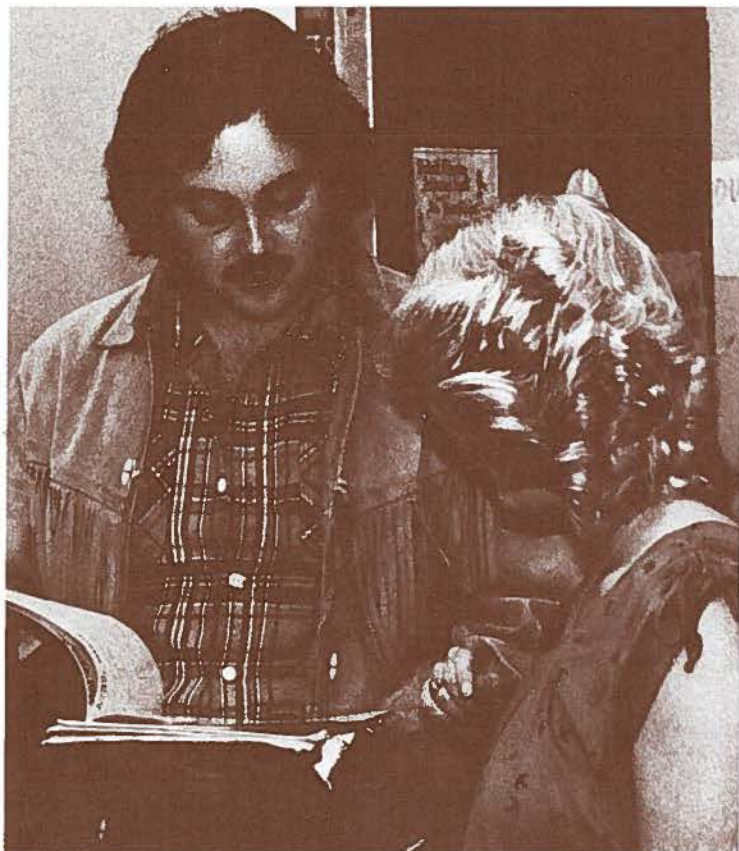
Associate of Applied Science

Degree Requirements:	Credits
1. Communication	
Written Composition	6
Oral Communication	3
2. Select one area from the four listed below and complete six credits	6
Humanities	
Social Sciences	
Mathematics	
Natural Sciences	
3. Major Specialty	
ACCT 101-102—Principles of Accounting I & II OR	
ACCT 051-052—Introduction to Accounting I & II	6
BA 151—Introduction to Business	3
BA 241—Business Law	3
CIS 101—Introduction to Data Processing	3
ECON 121—Principles of Economics I	3
*Mathematics	3
4. Complete courses for one of the following concentrations:	
Business Management (complete 12 credits)	
ACCT 250—Introduction to Managerial Accounting	3
BA 101—Real Estate, Principles and Practices	3
BA 166—Small Business Management	3
BA 243—Principles of Marketing	3
BA 280—Principles of Management	3
Electives to total	60
Real Estate (complete 12 credits)	
BA 101—Real Estate, Principles and Practices	3
BA 223—Real Estate Law	3
BA 221—Real Estate Financing	3
BA 225—Real Estate Appraising	3
Electives to total	60
Accounting (complete 12 credits)	
ACCT 210—Income Tax	3
ACCT 231—Intermediate Accounting I	3
ACCT 232—Intermediate Accounting II	3
ACCT 240—Cost Accounting	3
ACCT 250—Introduction to Managerial Accounting	3
ACCT 279—Governmental Accounting	3
Electives to total	60

* Can be used in (2) above.

Students who do not demonstrate a proficiency in Reading must take a Reading class. This class may be used to meet the Humanities requirement or may be used as an elective.





Humanities

The Associate of Arts with a major in Humanities can, with careful course selection, satisfy the first two years of most four year degrees in such fields as English, Theater, Philosophy, Foreign Language, Music or Speech as well as such professional fields as education or law. Students are encouraged to take courses which both reflect ultimate degree goals and develop a broad background in the many areas of the humanities.

Associate in Arts Degree

Degree Requirements:	Credits
1. Communications	
Written Composition	6
Oral Communications	3
2. Select three areas from the five below and complete six credits in each of the three areas	18
Humanities	
Social Sciences	
Mathematics	
Natural Sciences	
Other	
3. Major Specialty	
Required Courses:	
HUM 211—Humanities I	3
HUM 212—Humanities II	3
Literature	3
Choose 12 or more credits from the following areas:	
Art	Music
English	Philosophy
Foreign Language	Speech
Journalism	Drama
Linguistics	
Program of study must be approved by your faculty advisor and Dean of Instruction.	
4. Electives to total	60

Students who do not demonstrate a proficiency in Reading must take a Reading class. This class may be used to meet the Humanities requirement or may be used as an elective.



Industrial Process Instrumentation

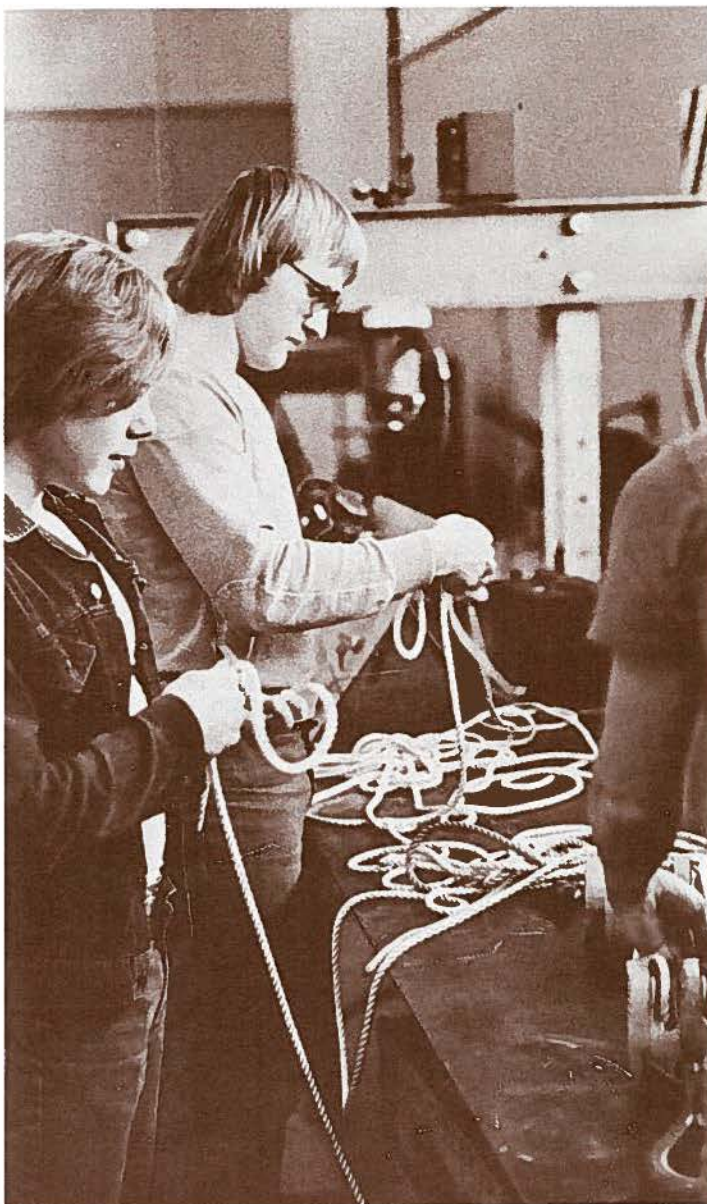
This is a highly technical, specialized degree. Only students with strong math and science backgrounds are advised to pursue this program. Students must work closely with advisors to complete the 68 credits degree in two years. A fifth semester of course work may be necessary.

Associate of Applied Science

Degree Requirements:	Credits
1. Communication	
Written Composition (English 111 & 212* required)	6
Oral Communication	3
2. General Requirements Required:	
Physical Science 103	4
Physical Science 104	4
3. Major Specialty	
PETR 105—Petroleum Science I	3
PETR 106—Petroleum Science II	3
PETR 120—Process Instrumentation I	3
PETR 140—Process Instrumentation II	3
PETR 150—Mechanical Drafting for the Petroleum Industry	3
PETR 151—Electricity for the Petroleum Industry	3
PETR 160—Process Instrumentation II	3
PETR 180—Process Instrumentation IV	3
PETR 245—Basic Electronics	3
PETR 250—Practical Distillation	3
PETR 252—Mechanical Equipment I	3
PETR 270—Mechanical Equipment II	3
ET 125—Principles of Logic and Gating	3
ET 206—Electronic Industrial Instrumentation	3
ET 230—Application of Integrated Circuits	3
Mathematics (minimum 055 and 105)	6
Total	68

* Students planning to pursue a BA or BS degree should substitute ENGL 211 or 213.

Students who do not demonstrate a proficiency in Reading must take a Reading class. This class may be used to meet the Humanities requirement or may be used as an elective.



Industrial Electronics

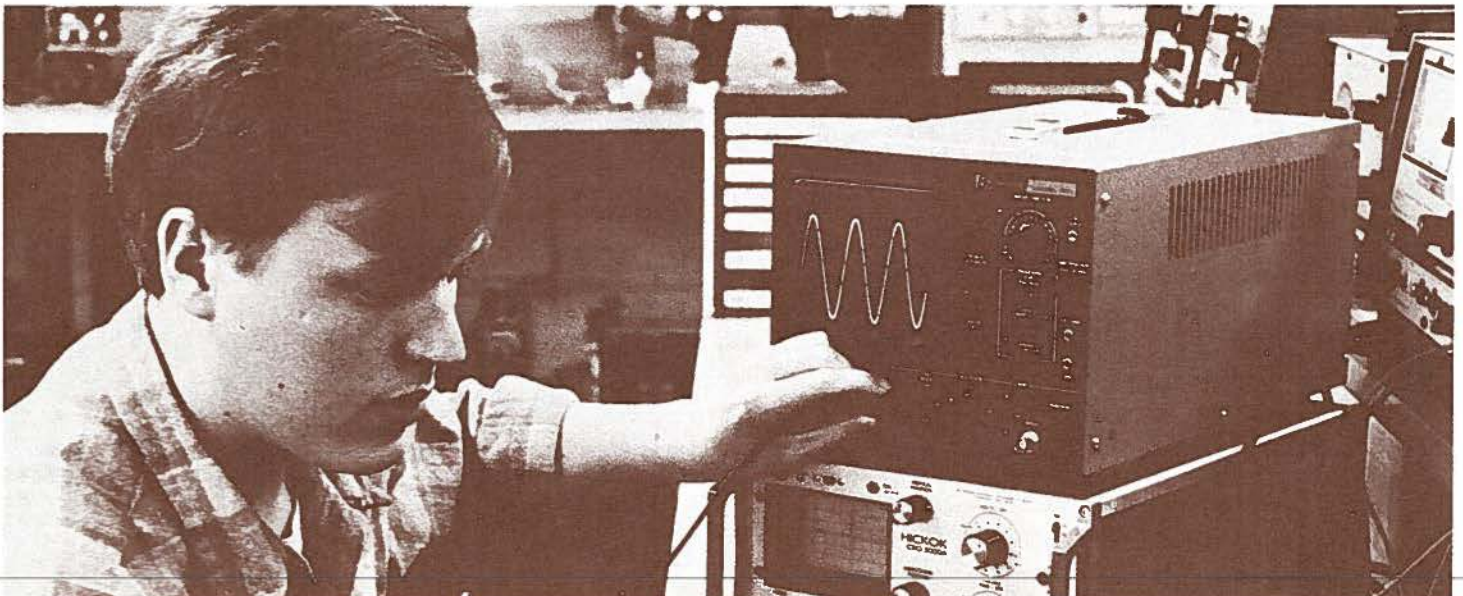
The program in electronics is designed to prepare people to maintain, install and operate electronics equipment. The degree program involves approximately one year of basic electronics and one year of electives. The majority of course material deals with practical trouble shooting rather than engineering theory.

Most aspects of the electronics field are covered including Basic A.C. and D.C. theory, semi-conductors, motors and generators, communications and digital-microprocessors. Through supervised, hands-on experience in the laboratory, students gain valuable background in the electronics field.

Associate of Applied Science

Degree Requirements:	Credits
1. Communications	
Written Composition	6
Oral Communications	3
2. General Requirements	
Mathematics (105 & 113)	6
3. Major Specialty	
ET 101 — Basic Electronics: DC Physics	4
ET 102 — Basic Electronics: AC Physics	4
ET 121 — Introduction to Semiconductors	3
ET 125 — Principles of Logic and Gating	3
ET 126 — Theory and Application of Solid State Electronics	3
ET 206 — Rotating Machinery	3
ET 210 — Communication Techniques	3
ET 224 — Industrial Electronic Maintenance	3
ET 230 — Application of Integrated Circuits	3
ET 240 — Electronic Project	1
4. Electives to total	60

Students who do not demonstrate a proficiency in Reading must take a Reading class. This class may be used to meet the Humanities requirement or may be used as an elective.





Natural Science

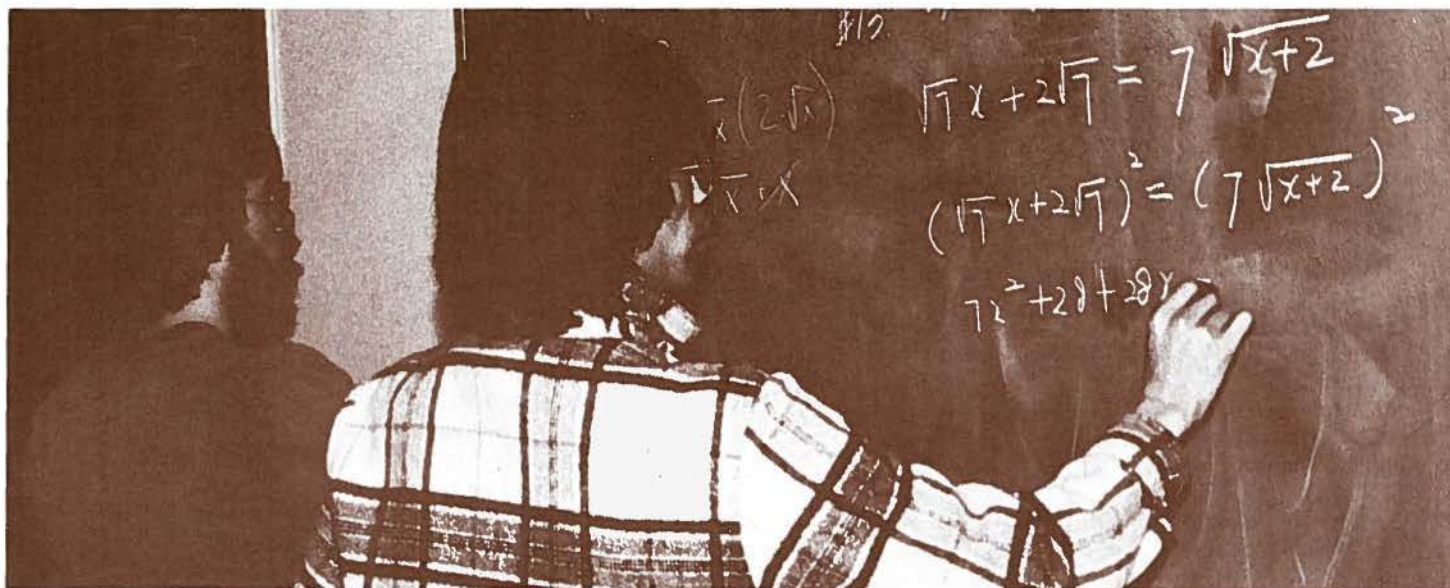
The Natural Science Program at KPCC offers an interdisciplinary approach to the sciences and is designed for students who prefer to survey several of the science disciplines and who plan to transfer to four-year institutions. Courses are also designed to meet the needs of students in related pre-professional studies, education, engineering and technical occupation programs.

Associate of Arts Degree

Degree Requirements	Credits
1. Communications	
Written Composition	6
Oral Communications	3
2. Select three areas from the five listed below and complete six credits in each of the three areas	18
Humanities	
Social Sciences	
Mathematics	
Natural Sciences	
Other	
3. Major Specialty	20
Complete courses to include at least 20 credits in any combination of Biology, Chemistry, Geology, Physics, and Physical Science, of which at least 16 credits must be laboratory courses. Programs of study must be approved by your faculty advisor and Dean of Instruction.	
4. Electives to total	60

Students who do not demonstrate a proficiency in Reading must take a Reading class. This class may be used to meet the Humanities requirement or may be used as an elective.

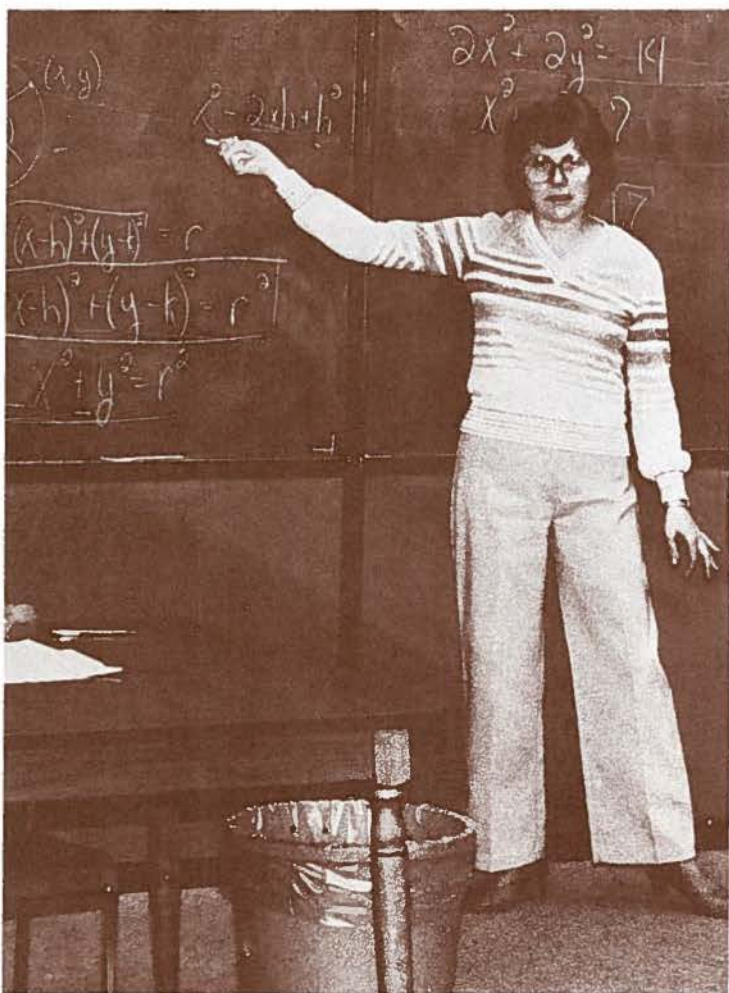




Mathematics

The mathematics program is designed to serve students who need some math education in preparation for careers in other fields, and for students who plan to complete studies in mathematics at four-year institutions.

If you choose a career in one of the vocational technology fields, you will need to complete some college mathematics as necessary preparation for your profession. Mathematics also is required as supportive background in the various branches of natural science, social science, engineering, business, computer science, and economics. Or you may decide to enter one of the pure mathematics professions such as actuarial science, mathematics education research or systems analysis.



Associate of Arts Degree

Degree Requirements:	Credits
1. Communications	
Written Composition	6
Oral Communications	3
2. Select three areas from the five below and complete six credits in each of the three areas	18
Humanities	
Social Sciences	
Mathematics	
Natural Sciences	
Other	
3. Major Specialty	
MATH 105—Intermediate Algebra	3
MATH 113—College Algebra	3
MATH 108—Trigonometry	3
MATH 200—Calculus I	4
MATH 201—Calculus II	4
MATH 202—Calculus III	4
4. Electives to total	60

Students who do not demonstrate a proficiency in Reading must take a Reading class. This class may be used to meet the Humanities requirement or may be used as an elective.

Office Occupations

The Office Occupations program at KPCC offers specialized education to students preparing to assume responsible office positions and for those students who plan to continue their education at a four-year college. In addition to the development of skills and procedures, the student gains an understanding of business in general.

Associate of Applied Science

Degree Requirements:	Credits
1. Communications	
Written Composition	6
Oral Communications	3
2. General Requirements	
Select three credits from the following	3
ECON 121—Principles of Economics I	
BA 151—Introduction to Business	
BA 166—Small Business Management	
BA 241—Business Law	
BA 280—Principles of Management	
CIS 101—Introduction to Data Processing	
Select three credits from the following	3
PSY 101—Introduction to Psychology I	
PSY 102—Introduction to Psychology II	
PSY 153—Human Relations	
PSY 202—Psychology of Adjustment	
3. Major Specialty	
OO 106—Advanced Typewriting	3
OO 110—Office Procedures	3
OO 210—Office Procedures	3
OO 231—Business Communications	3
ACCT 101-102—Principles of Accounting I & II OR	
ACCT 051-052—Introduction to Accounting I & II — — —	6
Complete 15 approved credits in Office Occupations ..	15
4. Electives to total	60

Associate of Arts Degree

Degree Requirements:	Credits
1. Communications	
Written Composition	6
Oral Communications	3
2. Select three areas from the five listed below and complete six credits in each of the three areas	18
Humanities	
Social Sciences	
Mathematics	
Natural Sciences	
Other	
3. Major Specialty	
ACCT 101-102—Principles of Accounting I & II OR	
ACCT 051-052—Introduction to Accounting I & II	6
CIS 101—Introduction to Data Processing	3
OO 106—Advanced Typewriting	3
OO 210—Office Procedures	3
OO 231—Business Communications	3
Complete six approved credits in Office Occupations ..	6
4. Electives to total	60

Certificate

Certificate Requirements:	Credits
1. OO 110—Office Procedures	3
OO 210—Office Procedures	3
OO 131—Comprehensive Business English	3
OO 231—Business Communications	3
*2. Select two courses from the following:	
OO 103—Elementary Typewriting	3
OO 105—Intermediate Typewriting	3
OO 106—Advanced Typewriting	3
**3. Select two courses in Accounting or two courses in Shorthand:	
ACCT 051-052—Introduction to Accounting I & II	6
ACCT 101-102—Principles of Accounting I & II	6
OO 101—Beginning Shorthand	4
OO 102—Intermediate Shorthand	4
OO 202—Advanced Dictation	4
OO 220—Refresher Gregg Shorthand	2
4. Select remaining courses to total 30 credits. Selected courses must be approved by your faculty advisor.	

* Students who demonstrate a proficiency in Intermediate Typewriting need only complete Advanced Typewriting.

**Students who demonstrate a proficiency in Intermediate Shorthand need only complete Advanced Dictation. Students who demonstrate a proficiency in ACCT 051-052 need only complete ACCT 101.

Students who do not demonstrate a proficiency in Reading must take a Reading class. This class may be used to meet the Humanities requirement or may be used as an elective.



Petroleum Engineering Aide

A two year program leading to an Associate of Applied Science degree with a major in Petroleum Engineering. The program requires mathematics through calculus, physics, chemistry and substantial work in petroleum technology and engineering. Graduates are expected to assume engineering technician positions working under the direction of a graduate engineer in the oil industry.

Associate of Applied Science

Degree Requirements:	Credits
1. Communications	
Written Composition	6
Oral Communications	3
2. General Requirements	
Required:	
Mathematics (Minimum 105, 113)	6
3. Major Specialty	38
Complete 30 credits—Programs of study must be approved by your faculty advisor and Dean of Instruction.	
Natural Sciences (must be laboratory science)	8
4. Electives to total	60

Petroleum Technology

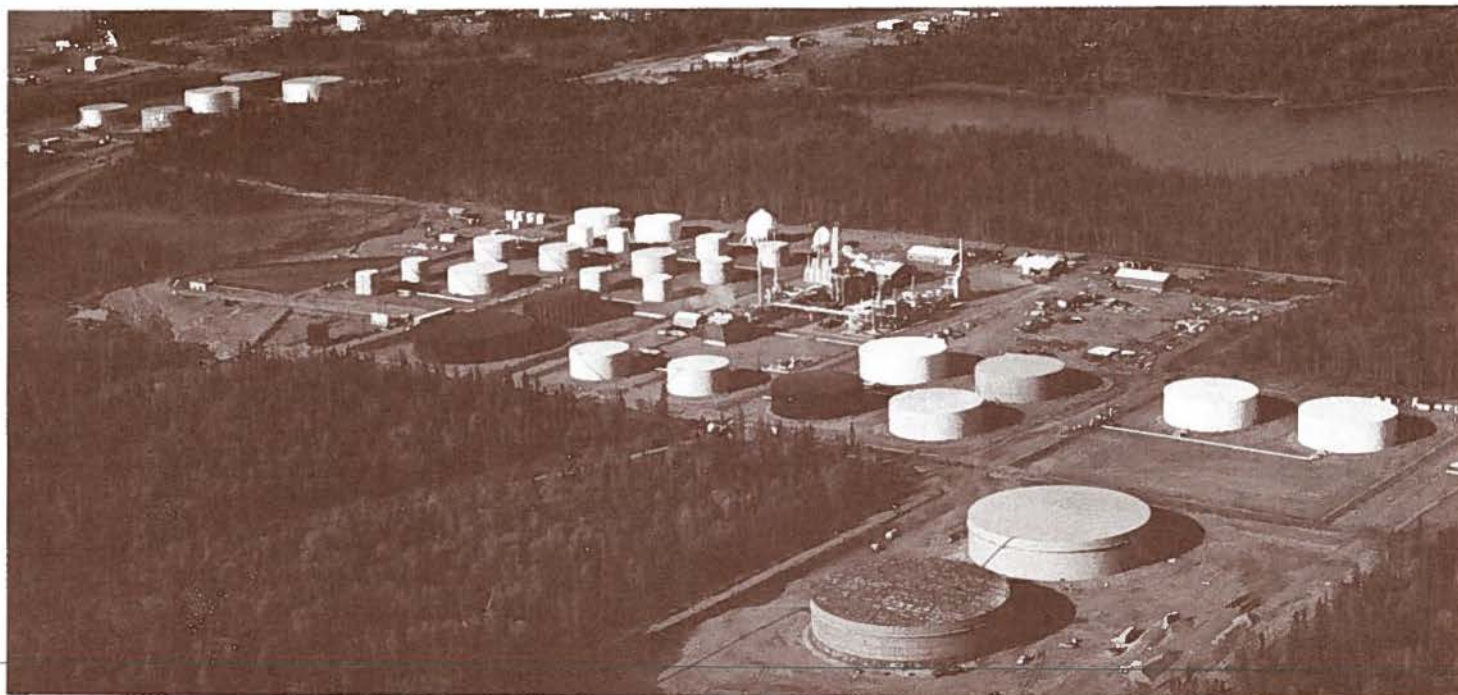
The Petroleum Technology Program primarily provides training in the field of operations. However, students are aided in developing a variety of skills in petroleum related activities. Students are advised to have a good math and technical background for entry into this program. Students considering this degree should consult a petroleum advisor prior to attempting any classes.

Associate of Applied Science

Degree Requirements:	Credits
1. Communications	
Written Composition	6
Oral Communications	3
2. General Requirements	
Mathematics	6
3. Major Specialty	
PETR 105—Petroleum Science I	3
PETR 106—Petroleum Science II	3
PETR 120—Process Instrumentation I	3
PETR 140—Process Instrumentation II	3
PETR 220—Surface Oilfield Equipment I	3
PETR 250—Practical Distillation	3
PETR 252—Mechanical Equipment I	3
Natural Sciences (must be laboratory sciences)	8
Select and complete a minimum of nine credits from the following:	
PETR 150—Mechanical Drafting for the Petroleum Industry	3
PETR 151—Electricity for the Petroleum Industry	3
PETR 160—Process Instrumentation III	3
PETR 180—Process Instrumentation IV	3
PETR 192—Petroleum Affairs Seminar	1 to 3
PETR 221—Surface Oilfield Equipment II	3
PETR 245—Basic Electronics	3
PETR 260—Petroleum Laboratory Standards	3
PETR 270—Mechanical Equipment II	3
PETR 277—Petroleum Reservoir Engineering I	3
PETR 285—Offshore Oilfield Operations	3
4. Electives to total	60

Certificate

Certificate Requirements:	Credits
1. Mathematics	3
2. Select 27 credits in Petroleum Technology. Courses selected must be approved by your faculty advisor.	



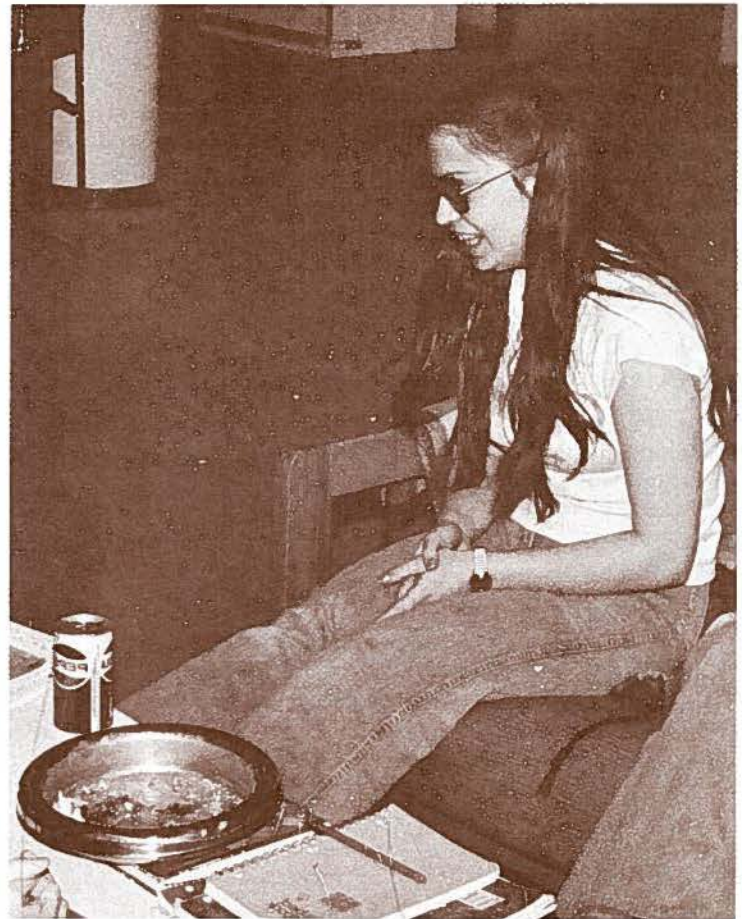
Police Administration

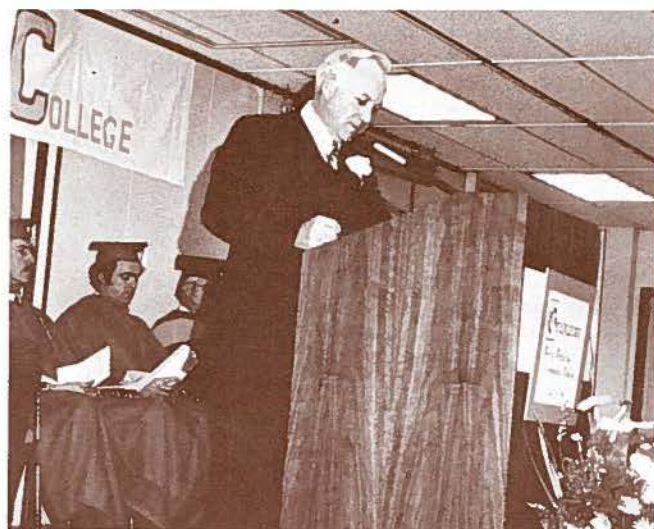
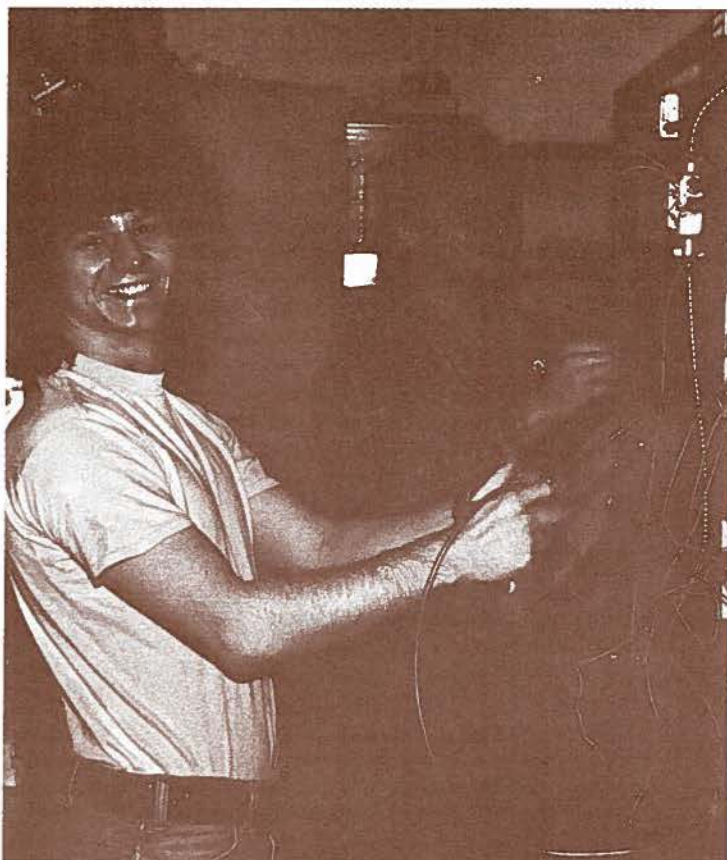
Designed for the person employed by a law enforcement agency. Courses may be taken concurrent with employment to allow an individual to achieve a degree over a period of time. Student should be advised that this degree will require longer than two years to complete.

Associate of Arts Degree

Degree Requirements:	Credits
1. Communications	
Written Composition	6
Oral Communications	3
2. Select three areas from the five listed below and complete six credits in each of the three areas	18
Humanities	
Social Sciences	
Mathematics	
Natural Sciences	
Other	
3. Major Specialty	
PA 110—Introduction to Justice	3
PA 122—Justice Organization and Management	3
PA 250—Development of Law	3
PA 251—Criminology	3
Select 12 credits in Police Administration. Selected courses must be approved by your faculty advisor	12
4. Electives to total	60

Students who do not demonstrate a proficiency in Reading must take a Reading class. This class may be used to meet the Humanities requirement or may be used as an elective.





Social Science

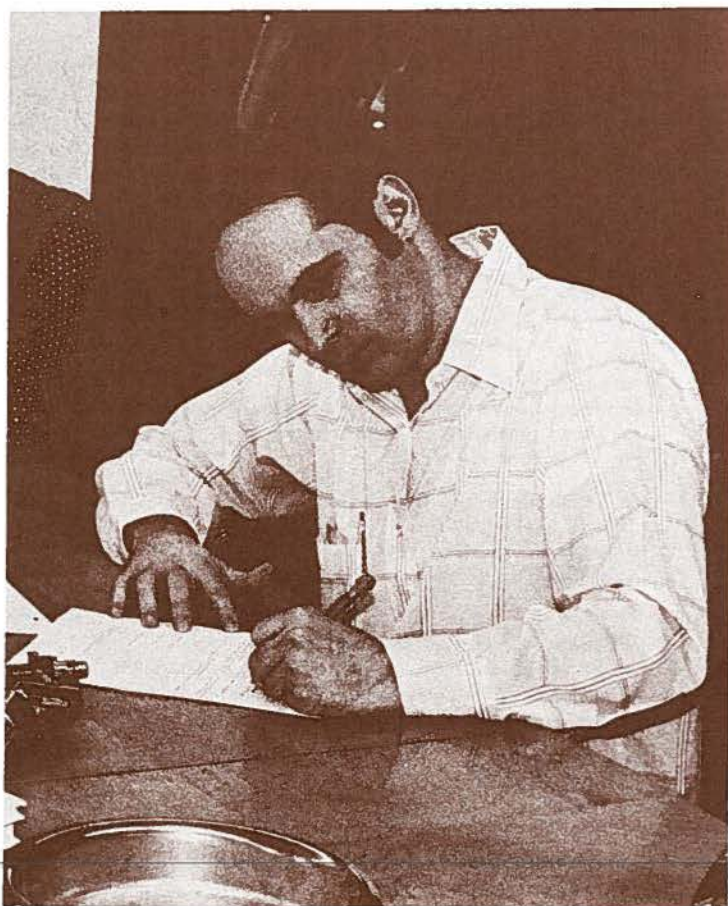
The Social Science program offered at KPCC is designed to meet the needs of a wide variety of students. Social Science courses are designed for students who plan to transfer to four-year institutions to continue studies, or who plan to seek para-professional positions, and as electives to support studies in other career fields.

If you want to understand how societies work, how they become the way they are, if you are interested in people, their needs and problems, you might find a career in Social Science rewarding. Recent development of Associate Degree programs have created a pool of people well qualified for a variety of para-professional occupations in state hospitals, mental health centers, senior citizen centers, and other human services settings.

Associate of Arts

Degree Requirements:	Credits
1. Communications	
Written Composition	6
Oral Communications	3
2. Select three areas from the five listed below and complete six credits in each of the three areas	18
Humanities	
Social Sciences	
Mathematics	
Natural Sciences	
Other	
3. Major Specialty	20
Select at least 20 credits from any combination of the following. Programs of study must be approved by your faculty advisor and Dean of Instruction.	
Anthropology	
Economics	
Geography	
History	
Political Science	
Psychology	
Sociology	
4. Electives to total	60

Students who do not demonstrate a proficiency in Reading must take a Reading class. This class may be used to meet the Humanities requirement or may be used as an elective.



Course Descriptions

Accounting

ACCT 51 Introduction to Accounting (3+0) 3 Credits

This course is designed for individuals who desire to learn the basic concepts and procedures of practical bookkeeping. The course covers the fundamental bookkeeping principles, practices, and procedures necessary in recording and reporting the financial data for a typical service-type business and for merchandising businesses. All materials for both types of businesses are specifically covered as a business owned by one individual (sole proprietorship).

ACCT 52 Introduction to Accounting II (3+0) 3 Credits

Continuation of ACCT 51. The accounting necessary for business formed as a partnership or corporation is the primary emphasis during the second semester. Other selected subject material is covered at the option of the instructor as indicated by the expressed interest of the student enrolled. Prerequisite: ACCT 51.

ACCT 101 Principles of Accounting I (3+0) 3 Credits

A course introducing the accounting concepts and procedures for the financial accounting of a sole proprietorship. Emphasis is placed on the accounting cycle, the recording, summarizing, interpreting of accounting data and the presentation of formal financial statements.

ACCT 102 Principles of Accounting II (3+0) 3 Credits

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

ACCT 210 Income Tax (3+0) 3 Credits

A study of federal and state income taxes relating to individual citizens of Alaska with emphasis on the preparation of tax returns, tax planning and analysis of selected tax problems. Prerequisites: ACCT 101.

ACCT 230 Intermediate Accounting (3+0) 3 Credits

A study of balance sheet accounts with emphasis on working capital, and tangible and intangible assets. Review of accounting principles and introduction to current accounting pronouncements. Study of procedures for analysis of and correction of accounts. Prerequisite: ACCT 102.

ACCT 231 Intermediate Accounting II (3+0) 3 Credits

A continuation of ACCT 230. Emphasis is upon long term liabilities, stockholders equity and problems in specialized areas of accounting in relation to current pronouncements. Prerequisite: ACCT 230.

ACCT 240 Cost Accounting (3+0) 3 Credits

A Course in the fundamentals of cost accounting and practical problems in the analysis of material, labor and overhead costs. Emphasis is given to job cost system, the process cost system and standard cost accounting. Prerequisites: ACCT 102 or permission of instructor.

ACCT 250 Introduction to Managerial Accounting (3+0) 3 Credits

Use of accounting information for managerial decisions, planning and control in economic entities. Emphasis is placed on the accounting process, responsibility accounting, performance measurement, capital budgeting, financial reports, and analysis for managers. Prerequisite: ACCT 102 or permission of instructor.

ACCT 279 Governmental Accounting (3+0) 3 Credits

The course will enable the student to relate basic accounting knowledge to the peculiarities of governmental accounting with emphasis on practical problems. Prerequisites: ACCT 102 or permission of instructor.

Adult Basic Education

ABE 49 — Adult Basic Education is a program of individualized instruction in Mathematics, English and Reading comprehension preparing the student for the GED High School Equivalency test. Upon successful completion of the GED test, students receive a High School Equivalency Diploma from the State Department of Education.

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

Anthropology

ANTH 101 Introduction to Anthropology (3+0) 3 Credits

An introduction to the general field of anthropology, including the physical and socio-cultural aspects of man. The course is designed to introduce the basic ideas, methods, and substantive results of anthropology to those desiring some understanding of what anthropology does, how it works, who does it and where, and something of what has been learned about variations and similarities of human beings.

ANTH 200 Natives of Alaska (3+0) 3 Credits

Ethnic history of Alaska natives including environmental setting, linguistic subdivision, traditional and cultural variations, and contact with non-native groups.

ANTH 202 Cultural Anthropology (3+0) 3 Credits

Introduction to methods, theory and fundamental concepts of the study of cultural systems. Cultural history, cultural area, cultural change, and mans interaction with environment are key concerns.

Art

ART 101 3 Credits

ART 102 Beginning Ceramics (1+4) 3 Credits

Introduction to the making and firing of clay objects. Study of clay, methods of forming decorations, glazing, and firing.

ART 105 3 Credits

ART 106 Beginning Drawing (1+4) 3 Credits

Exploration of basic drawing principles—lines, value, form, structure, perspective, texture, pictorial design in various media from objects, figures, landscapes, pure forms.

ART 107 3 Credits

ART 108 Watercolor Painting (1+4) 3 Credits

Exploration of the materials of watercolor as an expressive painting medium. Concentration is on individual projects in color, value, technique, texture.

ART 161 3 Credits

ART 162 Color and Design (1+4) 3 Credits

Fundamentals of form color, visual perception: Principles of composition, organization, and structure. Emphasis is on two-dimensional design.

ART 163 Three-Dimensional Design (1+4) 3 Credits

Courses dealing with the elements of good design in three dimensional form. Series of problems related to the development of the aesthetic in three dimensions.

ART 201 3 Credits

ART 202 Intermediate Ceramics (1+4) 3 Credits

A continuation of basic ceramics with an emphasis on the potter's wheel, glaze calculations, and plaster, as it relates to pottery. Prerequisite: permission of instructor.

ART 203 3 Credits

ART 204 Ceramic Sculpture (1+4) 3 Credits

Use of plastic qualities of clay as a sculptural media. Wheel-thrown sculpture, coil, and slab techniques will be explored as well as architectural, three-dimensional mural design. Prerequisite: ART 101 or permission of the instructor.

ART 205 3 Credits

ART 206 Intermediate Drawing (1 + 4) 3 Credits
Exploration of pictorial composition and creative interpretation of subjects. Prerequisite: Art 105-106 or permission of instructor.

ART 207 3 Credits

ART 208 Beginning Printmaking (1 + 4) 3 Credits
Exploration of the multiple as an art medium; problems in relief, woodcut, linecut, intaglio, etching, drypoint, engraving, collagraph, paper lithograph, and planograph processes. Each semester concentrates on design in two different major processes.

ART 211 3 Credits

ART 212 Beginning Sculpture (1 + 4) 3 Credits
An introduction to sculpture using wood, metal, wire, plaster, clay, and plastic materials. Course designed to make the student artist aware of his materials and the tools required for the execution of sculpture.

ART 217 3 Credits

ART 218 Portrait Painting (1 + 4) 3 Credits
Basic principles of portrait painting, study of character, design, and composition. Use of charcoal, oil and related media. Prerequisite: ART 106 and 227 or permission of the instructor.

ART 219 3 Credits

ART 220 Life Drawing and Composition (1 + 4) 3 Credits
Problems in drawing from life, exploring possibilities in pictorial design and composition. Emphasis on form in space using charcoal, pen, brush, and various other media. Prerequisite: ART 106 or permission of the instructor.

ART 221 Introductory Photography (2 + 3) 3 Credits

This course is orientated for the photographer interested in acquiring competence in the handling of photographic equipment, in the zone system of black and white and negative exposure and development, and in dark room procedures for development of black and white and color photographs. Photographic composition will be considered in some depth.

ART 222 Experimental Photography (2 + 3) 3 Credits

Exploration of various special effects, techniques; free experimentation with the photographic image; emphasis on creativity. Prerequisite: ART 221 or permission of the instructor.

ART 223 Watercolor Painting and Composition (1 + 4) 3 Credits

Development of individual approach to watercolor media. Can be repeated for credit with permission of instructor. Prerequisite: ART 107-108 or permission of the instructor.

ART 225 3 Credits

ART 226 Beginning Oil Painting (1 + 4) 3 Credits
Investigations of basic materials and techniques in oil painting with emphasis on individual growth.

ART 227 3 Credits

ART 228 Beginning Acrylic Painting (1 + 4) 3 Credits
Investigations of basic materials and techniques in acrylic painting with emphasis on individual growth.

ART 260 Art Appreciation (3 + 0) 3 Credits

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

ART 261 3 Credits

ART 262 History of World Art (3 + 0) 3 Credits
Origins of art and its progressive development from the beginning to contemporary art; emphasis on change and progress. Art 261-262 may be taken in reverse order; however, course content is presented in chronological sequence beginning with fall semester. Prerequisite: Sophomore standing.

ART 280 Arts and Crafts for Elementary Teachers 3 Credits

This class is designed for elementary teachers, art specialists, and education students to examine ways to integrate art into all subject areas. The areas will include visual arts, music, drama, dance and photography.

ART 291 Art Activities 1-6 Credits

Various Art Studies and experiences. Permission of instructor required. Subjects and credits to be announced.

Aviation Technology**AT 100 Private Pilot Ground School 4 Credits**

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.

Biology**BIOL 105 Fundamentals of Biology I (3 + 3) 4 Credits**

Basic principles of living systems: chemical and structural bases; major metabolic mechanisms, reproduction and development; genetics; evolution and diversity; environmental relationships; and mechanisms for stability of cells, organisms, and populations.

BIOL 106 Fundamentals of Biology II (3 + 3) 4 Credits

Phylogeny of plants and animals; animal physiology; ecology and evolution.

BIOL 111 Human Anatomy and Physiology I (3 + 3) 4 Credits

An introduction to human structure and function. The integumentary, skeletal, muscular, nervous, and endocrine systems are considered.

BIOL 112 Human Anatomy and Physiology II (3 + 3) 4 Credits

A continuation of BIOL 111. The circulatory, respiratory, digestive, excretory, and reproductive systems are considered. Prerequisite: BIOL 111.

BIOL 242 Introduction to Microbiology (2 + 3) 3 Credits

A survey of the morphology and physiology of microorganisms including their role in environment and their relationship to man. Prerequisite: BIOL 105.

BIOL 271 Principles of Ecology (3 + 0) 3 Credits

Relationships between organisms and their environments. Communities, environmental factors affecting plants and animals, population structure, and field trips.

Business Administration**BA 101 Real Estate, Principles and Practices (3 + 0) 3 Credits**

Fundamental course in real estate; property rights, ownership, financing, brokerage, planning, investing, and home buying and selling.

BA 105 Principles of Bank Operation (3 + 0) 3 Credits

This course presents the fundamentals of bank functions in a descriptive fashion for the beginning banker. An overview of the profession is a broad (operation) perspective. The descriptive orientation is intentional. Banking is increasingly dependent on personnel who have the broad perspective so necessary for career advancement.

BA 123 Income Tax For The Individual...Seminar (1 + 0) 1 Credit

Prepares the individual to document, record, and prepare the IRS Form 1040 and 1040 A. Familiarizes the student with his/her filing status, withholding allowance, exemptions, computation of Adjusted Gross Income, Taxable Income, and tax payments/credits/refunds.

BA 151 Introduction to Business (3 + 0) 3 Credits

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

BA 166 Small Business Management (3 + 0) 3 Credits

This course examines the practical aspects of management useful in starting and operating small businesses. The student will be assisted in gaining an understanding of personal finance, business regulations, marketing, production, and finance. The use of business planning will be emphasized as a key to successful small business management.

BA 206 Analyzing Financial Statements (3 + 0) 3 Credits

This course assists the student in understanding both the characteristics and analysis of financial statements. The first serves as a useful review of the basic accounting principles, and the second assists the student in how to analyze financial data and financial statements.

BA 221 Real Estate Financing (3 + 0) 3 Credits

Basic financing pertaining to residential housing for members of the real estate industry, related businesses, and homebuyers.

BA 222 Real Estate Taxes (3 + 0) 3 Credits

A practical course exploring many of the tax aspects of real estate transactions, investments, and operations. Tax law, problem recognition and solving, and investment planning, as related to real estate will be emphasized.

BA 223 Real Estate Law (3 + 0) 3 Credits

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

BA 225 Real Estate Appraising (3 + 0) 3 Credits

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

BA 241 Business Law (3 + 0) 3 Credits

This introductory course assists the student in understanding the legal aspects of business activities. Emphasis is given to basic principles, institutions, and administration of law and contracts, agency, employment, courts and business crimes.

BA 243 Principles of Marketing (3 + 0) 3 Credits

Role of marketing in society and economy. The business firm as a marketing system—management of a firm's marketing effort. The total product/package, pricing, distribution and promotional policies. Prerequisite: BA 151 or permission of instructor.

BA 256 Budgeting: Planning and Control (3 + 0) 3 Credits

The overall plan stated in terms of costs and revenue. Foundations for effective budgeting, management tool prerequisites, goals, objectives, programming, structure, accounting system and formal procedures for control. Description of budgeting systems, processes and the budget cycle formulation, development, preparation, review, approval, implementation and control. Prerequisite: ACCT 101, BA 151 or permission of instructor.

BA 280 Principles of Management (3 + 0) 3 Credits

Organization of management, managerial functions in operations, division of responsibility, vertical and horizontal theory, managerial leadership and personnel functions, business control and procedures, basic management problems. Prerequisite: BA 151, 243 and Sophomore standing.

Chemistry

CHEM 105 General Chemistry I (3 + 3) 4 Credits

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

CHEM 106 General Chemistry II (3 + 3) 4 Credits

Following CHEM 105 and includes Nuclear Chemistry, Thermo Chemistry, Electro Chemistry, Chemistry of selected elements and organic Chemistry. Prerequisites: CHEM 105 or equivalent.

CHEM/PETR 110 Chemical Laboratory Techniques (2 + 3) 3 Credits

This course is an introduction to chemistry for the non-science major having little background in science or mathematics with primary emphasis placed on developing laboratory techniques. The laboratory experiments will provide support for key principles covered in lectures. Experiments will deal with basic laboratory skills such as classification, weighing, measuring, and separating various materials, preparation of solutions of various concentrations, and identification of unknown compounds utilizing their physical and chemical properties.

Computer Information Systems

CIS 101 Introduction to Data Processing (3 + 0) 3 Credits

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

CIS 107 Computer Programming I (3 + 0) 3 Credits

This course is designed to teach students how to write computer programs using the BASIC language. Prior knowledge of computers or programming is not necessary. Prerequisites: CIS 101 or permission of instructor.

Economics

ECON 101 Introduction to 3 Credits**Current Economic Problems (3 + 0)**

One-semester course designed primarily for students who plan no further work in economics. The course utilizes a less rigorous approach than is customary in traditional economics courses and focuses on such current economic problems as unemployment, inflation, economic growth, balance of payment, industrial strikes, etc. This course is not recommended for persons who have taken ECON 121, and/or 122.

ECON 121 Principles of Economics I (3 + 0) 3 Credits

Introduction to economics, analysis and theory of national income; money and banking; public finance and taxation; economic systems. Primary concentration on the capital system and the United States economy.

ECON 122 Principles of Economics II (3 + 0) 3 Credits

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



Education

ECD/PSY 150 Human Growth and Development (3+0) 3 Credits

This survey course will focus on the theoretical, physical, cognitive, intellectual, personality and social development aspects of human development.

ED 201 Orientation to Education (3+0) 3 Credits

Designed to acquaint the prospective teacher with the nature of teaching, including the scholastic, professional, and personality requirements for effective teaching. Involves laboratory time in a school classroom as teacher's aide. Open to all students. Required for students majoring or minoring in education.

ED/PSY 223 Introduction to Counseling for Paraprofessionals (3+0) 3 Credits

Introduction to the fundamentals and theoretical constructs of counseling which are applicable to effective interpersonal interactions. Major emphasis on role playing, using tapes, making referrals, how to assist professionals, administering tests, and awareness of verbal and non-verbal communication.

ED/PSY 244 Early Childhood Development (3+0) 3 Credits

This course provides the student with a survey of human development from the prenatal period to five years. Aspects of development discussed include physical/motor, social/emotional, and linguistic/intellectual. In addition, students visit Early Childhood programs in the community in order to gain skill in "seeing" development and in recognizing individual styles of interacting with materials, other children and adults. Although this course is required for students in the Early Childhood Development program, it is open to all students wanting a deeper knowledge and understanding of Early Childhood Development.

ED/PSY 245 Child Development (3+0) 3 Credits

A study of the physical, emotional, cognitive and social aspects of a child's development from the prenatal period to the beginning of adolescence. Theoretical view of development and the effects of genetics, the environment and socialization are included. Prerequisite: PSY 102.

ED/PSY 246 Psychology of Adolescence (3+0) 3 Credits

Intellectual, emotional, social and physical development patterns during the adolescent years. Laboratory arranged for observations of adolescents in a variety of settings, including public schools. Prerequisite: ED/PSY 244, 245 or permission of the instructor.



Electronics Technology (Industrial Electronics)

ET 101 Basic Electronics: DC Physics 4 Credits

Course assumes no previous knowledge of electronics and prepares the student for further study. Subjects included are: basic physics of electricity, direct current and practices, magnetism, and use of test equipment.

ET 102 Basic Electronics: AC Physics 4 Credits

Principles of alternating current, vectors, phase relationships, inductive and capacitive reactance and impedance. AC circuit analysis, series and parallel resonant circuits. Transformers, network analysis. Prerequisites: ET 101 and MATH 105.

ET 121 Introduction to Semiconductors 3 Credits

Semiconductor diodes and transistors, physics, construction characteristic curves, parameters, specifications, and basic applications, including laboratory work in methods of circuit analysis and circuit aspects. Prerequisites: ET 102 and MATH 107.

ET 125 Principles of Logic and Gating 3 Credits

Developing basic logic circuits, including studies in adders, subtractors, binary arithmetic, boolean algebra, logic simplification, registers, counters, and all standard gates and switches. Prerequisites: ET 120 and ET 121.

ET 126 Theory and Application of Solid State Electronics 3 Credits

Advanced solid state theory and applications, theory and circuit analysis of field effect transistors, linear integrated circuits, SCR's, TRIACS, DIACS and troubleshooting.

ET 200 Residential and Commercial Wiring 3 Credits

Blueprint reading, layout, and techniques of wiring practices for heating, control, alarm and signaling systems.

ET 206 Electronic Industrial Instrumentation 3 Credits

Installation, maintenance and repair of industrial electronic process control instrumentation. Practical experience in troubleshooting, calibration and alignment.

ET 207 Rotating Machinery I 3 Credits

Theory of operation of D.C. Motors and generators, A.C. single phase motors and generators, A.C. polyphase motors. Course includes operating characteristics of the devices stressing application.

ET 210 Communication Techniques 3 Credits

Basic communication theory as applied to AM, FM and SSB receivers and transmitters including T.V. Practical experience in repair and alignment of communication devices. Prerequisites: ET 121.

ET 224 Industrial Electronic Maintenance 3 Credits

Practical experience in repair and maintenance of industrial instrumentation units. To include Electronic, Pneumatic and Electropneumatic equipment.

ET 230 Application of Integrated Circuits 3 Credits

Coverage includes characteristics and interfacing information on DTC, TTL and CMOS devices with emphasis on MSI and LSI chips. Microprocessor interfacing digital to analog and analog to digital conversion will be covered. Prerequisite: ET 125.

ET 240 Electronic Project 1 Credit

The student will design, obtain parts for and construct an electronic device. The student will be responsible for all phases of design and construction including documentation and all costs of the project. Prerequisite: Sophomore Standing.

Emergency Medical Training

EMT 119 Emergency Medical Techniques I (4+0) 4 Credits

Based on 81 hour national outline.

EMT 120 Emergency Medical Techniques I 2 Credits
Practicum

Based upon experience in hospital/emergency room/ambulance experience, which includes a minimum average of 42 hours per credit (standard Carnegie policy).

EMT 121 Emergency Medical Techniques II (2 + 0) 2 Credits
Currently based on a 36 hour outline, being changed to a 50 hour outline. Should only be offered through regional EMS centers.**English****ENGL 061 Basic English (3 + 0)** 3 Credits
The objective of this course is to teach mastery of punctuation conventions, mastery of sentence structure and to increase skills of paragraph analysis and imitation. This class may not be used to meet the Written Composition requirement.**ENGL 067 Elementary Exposition I (3 + 0)** 3 Credits
For students preparing for an associate degree. Development of reading comprehension. Instruction in written expression, with practical application (such as preparing technical work results, resumes, and business correspondence) as determined by the needs of the class. Placement required.**ENGL 068 Elementary Exposition II (3 + 0)** 3 Credits
Continuation of ENGL 067, emphasizing differences between descriptive, narrative and expository writing. Practice in composing short essays.**ENGL 105 Reading Laboratory (3 + 0)** 3 Credits
A basic open-entry reading course covering comprehension and vocabulary. Completely individualized instruction designed to encourage wide reading, vocabulary improvement, and the development of skills necessary for success in freshman college courses.**ENGL 107 Study Reading for College (3 + 0)** 3 Credits
An intermediate reading course dealing with study skills, study habits, and study reading demanded in college work. Emphasis on flexibility of reading rate, enrichment of vocabulary and increased comprehension.**ENGL 111 Methods of Written Communication (3 + 0)** 3 Credits
Intensive instruction in written expression, including orderly thought, clear expression, and close analysis of appropriate texts. Placement required.**ENGL 131 Introduction to Literature (3 + 0)** 3 Credits
Introduction to the analysis and appreciation of fiction, drama and poetry. Useful for students desiring more background in Literature.**ENGL 201 Masterpieces of World Literature (3 + 0)** 3 Credits
To develop familiarity and interpretation of selected masterpieces up through the Renaissance. Prerequisite: ENGL 111.**ENGL 202 Masterpieces of World Literature (3 + 0)** 3 Credits
To develop familiarity and interpretation of selected masterpieces from the Renaissance to the Twentieth Century. Prerequisite: ENGL 111.**ENGL 211 Intermediate Composition With (3 + 0)** 3 Credits
Modes of Literature
Practice of written interpretation of fiction, drama and poetry. Prerequisite: ENGL 111.**ENGL 212 Technical Report Writing (3 + 0)** 3 Credits
Practice in writing business correspondence, formal and informal reports. Assignments correlate with vocational writing requirements. The student should be well versed in his/her selected technical field before enrolling. Prerequisite: ENGL 111.**ENGL 213 Intermediate Exposition (3 + 0)** 3 Credits
Instruction in writing through close analysis of expository prose from the social and natural sciences. Students write for weekly conferences. Research paper required. Prerequisites: ENGL 111 and sophomore standing.**ENGL 216 Introduction to Fiction (3 + 0)** 3 Credits
Analysis and appreciation of selected novels and short stories, including the terminology used to describe fictional techniques.**ENGL 217 Introduction to Drama (3 + 0)** 3 Credits
Analysis and appreciation of selected plays, including the terminology used to describe dramatic techniques.**ENGL 260 Creative Writing Workshop (3 + 0)** 3 Credits
Practices in the techniques of writing short stories, one-act plays, sketches and poetry. Prerequisite: ENGL 111.**Geology****GEOL 111 Physical Geology (3 + 3)** 4 Credits
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.**Health Science****HS CEU 80 Industrial First Aid (8 + 0)** 8 Credits
An eight hour course leading to an OSHA certificate if examinations are passed. Covers basic skills in treating shock, bleeding, poison, hypothermia, frostbite and an introduction to applying splints and CPR.**HS 180 Standard Red Cross First Aid (1 + 0)** 1 Credits
A sixteen hour course using nationally approved Red Cross materials and outlines. Prepares students through classroom and hands on training to handle most situations when emergency first aid care is needed. Students will be evaluated on their problem solving ability and hands on skills. Class enrollment limited to 15.**HS 181 Corinary - Pulmonary Resuscitation (5 + 0)** .5 Credits
A twelve hour course using Alaska Heart Association approved materials and outlines. The course will lead to a CPR certificate if both written and practical examinations are passed.

A course to be added at some time in the future is: Advanced Red Cross First Aid.

History**HIST 115 Alaska, Land and People (3 + 0)** 3 Credits
A survey of Alaska from earlist days to present, its peoples, problems, and prospects.**HIST 131 History of the United States (3 + 0)** 3 Credits
Discovery and exploration, colonial period, revolution, the Constitution, Federal Period, Jeffersonian-Jacksonian, democracy, the West, sectionalism, slavery, abolitionism, American culture and the Civil War.**HIST 132 History of the United States II (3 + 0)** 3 Credits
Reconstruction of the South, the Far West, the growth of industry and labor, the "Guilded Age", imperialism, progressivism, World War I, the "Roaring Twenties", the Depression, isolationism and World War II, Cold War, modern American Society, Vietnam after period.**Humanities****HUM 211 Humanities I (3 + 0)** 3 Credits
HUM 212 Humanities II (3 + 0) 3 Credits
An integrated introduction to the fundamental principles of literature, music and visual arts. A study of a given historical period or periods with reference to philosophy, literature, science, art and music.

Linguistics

LING 101 The Nature of Language (3 + 0) 3 Credits
A beginning course in the study of language. Introduction to systematic analysis of human language and a description of its grammatical structure, distribution and diversity.

Mathematics

MATH 050 Basic Mathematics Skills (3 + 0) 3 Credits
This is a beginning course for students with a weak background in basic mathematics. It deals with the techniques and procedures in making numerical calculations with whole numbers, fractions, decimals, percentages, ratios and proportions. It also covers applications of these skills. Placement required.

MATH 055 Elementary Algebra (3 + 0) 3 Credits
A beginning course in algebra. This course is designed to introduce the students to the basic concepts of algebra. These concepts include variable, linear equations and inequalities, polynomials, factoring, rational expressions and elementary quadratic equations. Prerequisites: MATH 050 or placement.

MATH 105 Intermediate Algebra (3 + 0) 3 Credits
This course covers both the review and extension of set notations, basic operations with polynomials, solving equations and inequities, factoring, relations and functions, and system of equations. Irrational and complex numbers are developed through solution of quadratic functions, and polynomial functions of higher than first degree. Prerequisite: MATH 050 or placement through diagnostic test.

MATH 108 Trigonometry (3 + 0) 3 Credits
Plane trigonometric functions, negative angles, solving right 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 113.

MATH 113 Pre-Calculus (3 + 0) 3 Credits
This is a pre-calculus level course which begins with an expansion of the algebraic concepts of Math 105 and then covers: functional relationships, analytic geometry, exponential and logarithmic functions, trigonometric functions and polynomial functions. Prerequisite: A grade of C or better in MATH 105 or placement through diagnostic test.

MATH 200 Calculus I (4 + 0) 4 Credits
Review of functions of analytic geometry, limits, derivative of rational algebraic functions, curve sketching, basic integration of power functions, the definite integral, and applications of differentiation and integration. Prerequisite: MATH 113.

MATH 201 Calculus II (4 + 0) 4 Credits
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 101A Community College Chorus (0 + 3) 1 Credit
An established community organization for singers with the ability to read music, demonstration of secure rhythm and pitch and acceptable vocal production.

MUS 101B Community College Orchestra (0 + 3) 1 Credit
Organization geared towards both performance and reading of chamber orchestra literature. Admissions open to instrumentalists from the intermediate to the advanced levels.

Materials Technology

MATT 100 Beginning Woodshop 3 Credits
Basic course designed to familiarize the student with the safe use of hand tools and power tools used in woodworking areas. Application and use of tools will be learned through the construction of basic joints used in cabinet work.

MATT 111 Gas Welding and Cutting 4 Credits
Combustion characteristics and heat values of fuel gases, design of gas using equipment, welding blueprints, hazards and safety. Practice in welding with various torches. Cutting with acetylene, Mapp, and Propane in all positions. Automatic and shape-cutting machines. Lab fee. Prerequisite: Permission of instructor.

MATT 112 Shielded Metal Arc Welding 4 Credits
History, process, electrodes, and techniques for manual electrode welding. Designing for welding. Metallurgy of low carbon and low alloy steels, practice on all positions, welding with typical electrodes on low carbon steel. Lab Fee. Prerequisite: Permission of instructor.

MATT 113 Welding Construction 4 Credits
Grades of steel available and their uses, standard steel weights and shapes, use of steel supplier handbook, take offs from sketches, drawings and shop blueprints, welding symbols, calculations, criteria for welding design, predicting and controlling distortion, practice in structural welding and cutting, project and project fabrication.

Office Occupations

OO 101 Beginning Shorthand (3 + 2) 4 Credits
Gregg Shorthand, Diamond Jubilee Series. Beginning Shorthand for secretarial students. Theory and reading practice for students who have had no training in Gregg Shorthand.

OO 102 Intermediate Shorthand (3 + 2) 4 Credits
Reinforces basic Gregg theory principles; emphasis upon speed dictation; transcription introduced. Prerequisite: OO 101 or equivalent.

OO 103 Typing I—Elementary Typewriting (2 + 2) 3 Credits
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.

OO 105 Intermediate Typewriting (2 + 2) 3 Credits
Speed and accuracy development and application to typewriting skill to special letter problems, tabulation, manuscripts, and other office typing problems. Prerequisite: OO 103 or one year of high school typing or equivalent.

OO 106 Advanced Typewriting (2 + 2) 3 Credits
Typing of business letters, legal documents and forms, statistical tabulations including financial reports, and the problem solving approach to the completion of various typing problems. Emphasis on speed and office standards. Prerequisites: OO 105 or equivalent and speed of 40 words a minute.

OO 110 Office Procedures (3 + 0) 3 Credits
Expansion of duties, responsibilities, and expertise to insure the best office working situation. This course includes areas such as professional incentive, procedures for intensifying production, utilizing public relations, word processing, management and supervisory responsibilities, legal and financial facets of the worker, grooming and professional opportunities available.

OO 129 Memory Typewriter Operations (0 + 2) 1 Credit
Introduction and practice in the use of the Mag A IBM Memory typewriter. Prerequisites: OO 102 and OO 106 or equivalent.

OO 131 Comprehensive Business English (3 + 0) 3 Credits
Develop skills in the mechanics of writing and transcribing business letters that are correct in language, grammar, punctuation, capitalization. Intensive practice is given.

OO 202 Advanced Dictation and Transcription (3 + 2) 4 Credits
Emphasis on speed building, theory review, high speed shortcuts, technical vocabulary, transcription with emphasis on production of mailable copy. Prerequisites: OO 102 and OO 106 or equivalent.

OO 203 Calculating Machines (2 + 2) 3 Credits
Basic operation and application of current office machines, including the ten-key adding machine and electronic calculator.

OO 207 Machines Transcription (0 + 3) 3 Credits
Develop proficiency in the use of machine transcribers with emphasis on mailable transcripts, and speed of transcription. Prerequisite: OO 105 or ability to type 45 words per minute.

OO 210 Office Procedures (3 + 0) 3 Credits
Duties and responsibilities of the general office employee as well as the personal secretary in the following areas: preparing reports, keeping minutes and records of meetings, making travel arrangements, filing and records management, human relations in the office, and exploring possibilities for professional growth and advancement.

OO 212 Medical Transcription (0 + 3) 3 Credits
Accuracy and speed in transcribing medical dictation. Ability to produce accurate medical data through a broad knowledge of medical terms, drugs and instruments, as well as acceptable initials and abbreviations for medical terminology. Also familiarity with various types of medical reports and records.

OO 214 Legal Machine Transcription (0 + 3) 3 Credits
Machine Transcription of client and court documents prepared in the law office. Prerequisite: OO 105.

OO 220 Refresher Gregg Shorthand (2 + 2) 3 Credits
Improvement of skill in taking and transcribing Gregg Shorthand. Materials are individualized to the skill level of the student. Prerequisite: OO 101 and OO 103 or equivalent.

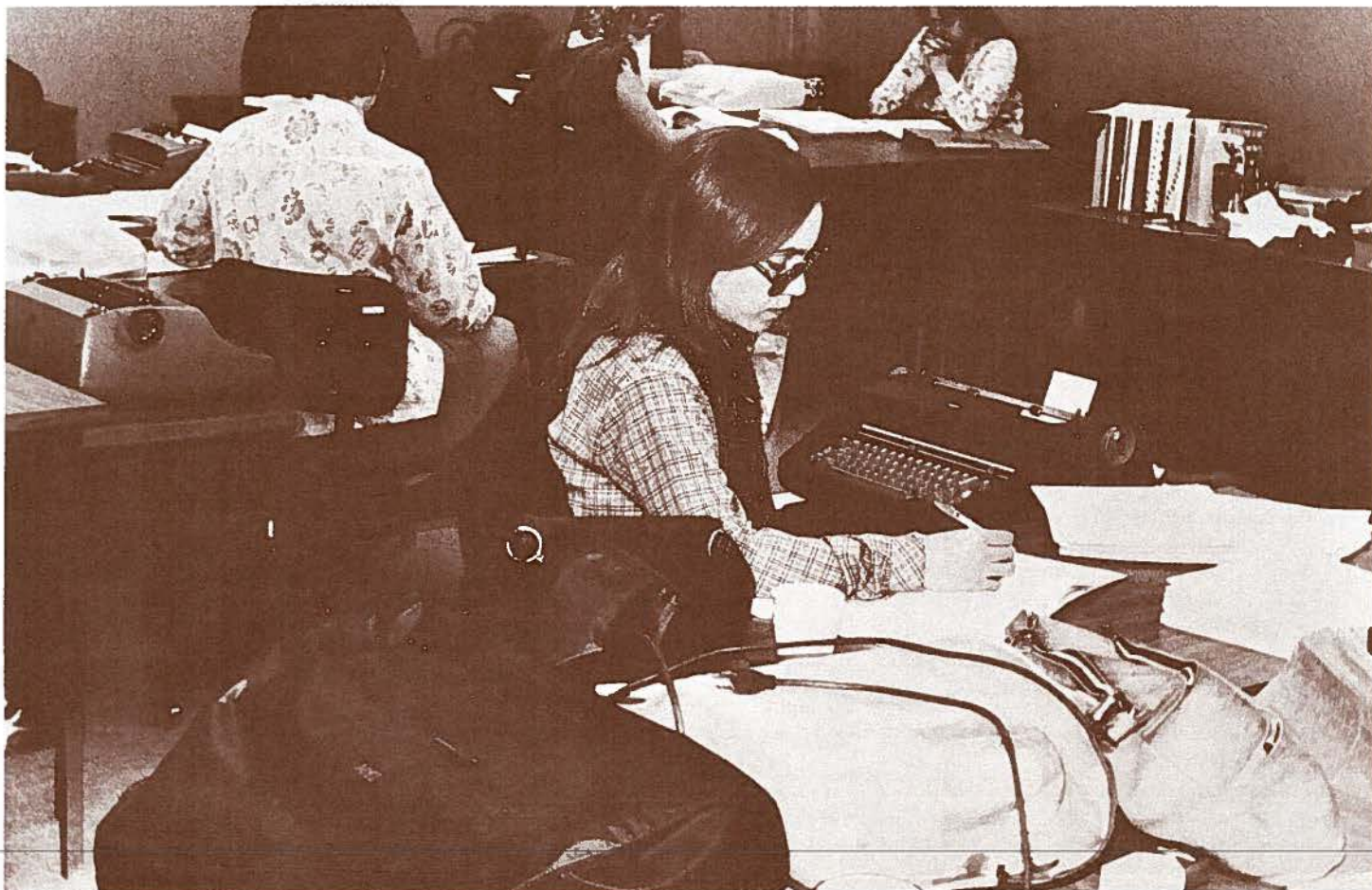
OO 231 Business Communications (3 + 0) 3 Credits
Applies the techniques of written communications to situations that require problem solving and an understanding of human relations. Students will compose and evaluate the various kinds of communications that commonly pass between a businessman and his associates, customers and dealers. Included will be interoffice memos, letters and reports. Prerequisite: OO 131 or ENGL 111 and typing ability.

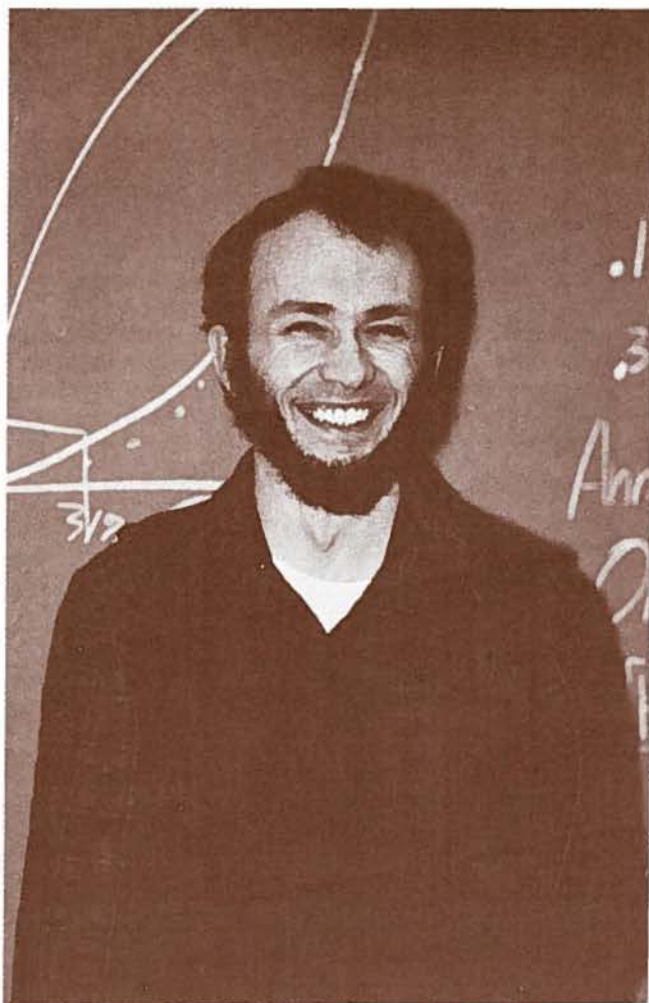
OO 299 Office Practicum 1-6 Credits
The student is placed in a business office which is related to his/her educational program and occupational objective for 10 hours a week for two additional hours a week in a seminar with the coordinator. Prerequisite: Permission of the instructor.

Petroleum Technology

PETR 105 Petroleum Science I 3 Credits
Survey of the Physical and Chemical properties of Hydrocarbon gasses and fluid. Control of process variables and interactions necessary for efficient operation of production facilities. Emphasis on crude oil handling, production, separation and transportation.

PETR 106 Petroleum Science II 3 Credits
Application of the properties of petroleum hydrocarbons to specific operation situations with particular emphasis to handling of natural gas and natural gas liquids. Operation of gas separators, gas dehydrators, Glycol units. Glycol regeneration, light ends recovery, gas fired equipment, combustion theory, and operation of a typical gas synthesis facility. Prerequisite: PETR 105 or permission of instructor.



**PETR/CHEM 110 Chemical Laboratory Techniques 3 Credits**

This course is an introduction to chemistry for the non-science major having little background in science or mathematics with primary emphasis placed on developing laboratory techniques. The laboratory experiments will provide support for key principles covered in lectures. Experiments will deal with basic laboratory skills such as classification, weighing, measuring and separating various materials, preparation of solutions of various concentrations, and identification of unknown compounds utilizing their physical and chemical properties.

PETR 120 Instrumentation I 3 Credits

An introduction to the beginning student of the application and principles of automatic control systems in the modern process industry including both pneumatic and electronic concepts. Prerequisites: Students should have some background in basic physics, elementary algebra and be strong in general math.

PETR 121 Process Instrumentation for Engineers 3 Credits

Process Instrumentation for the Mechanical or Electrical engineer who desires exposure to the functions of automatic control systems in the modern dynamic process plant. A familiarization of automation in today's industry. Prerequisites: Must be presently engaged in or recently familiar with industrial plant operations, design, or maintenance. Interview with instructor.

PETR 130 Chemical Plant Operations 3 Credits

A first course for the beginning chemical plant operator. Emphasis on chemical plant operations involving chemical synthesis. Present course directed is toward the Union Chemical Divisions, Kenai, Alaska Ammonia-Urea Complex. Contents include Physics, Chemistry, Mechanical Equipment, Instrumentation, Valves, Steam Generation, water quality, Ammonia synthesis operations, and Urea synthesis operations. Prerequisites: permission of the instructor.

PETR 140 Instrumentation II 3 Credits

A continuation of PETR 120 with more emphasis on the use of instrumentation, calibration procedures, maintenance and repair of instruments and the use of test equipment. An introduction to a wide variety of instruments. Prerequisites: Successful completion of PETR 120 with at least a grade of C or above. Physically able to perform mechanical type repairs.

PETR 150 Mechanical Drafting for the Petroleum Industry 3 Credits

An introductory course covering sketching, mechanical and process piping drafting with the main emphasis on process piping symbols and flow systems used in the petro-chemical industry.

PETR 151 Electricity for the Petroleum Industry 3 Credits

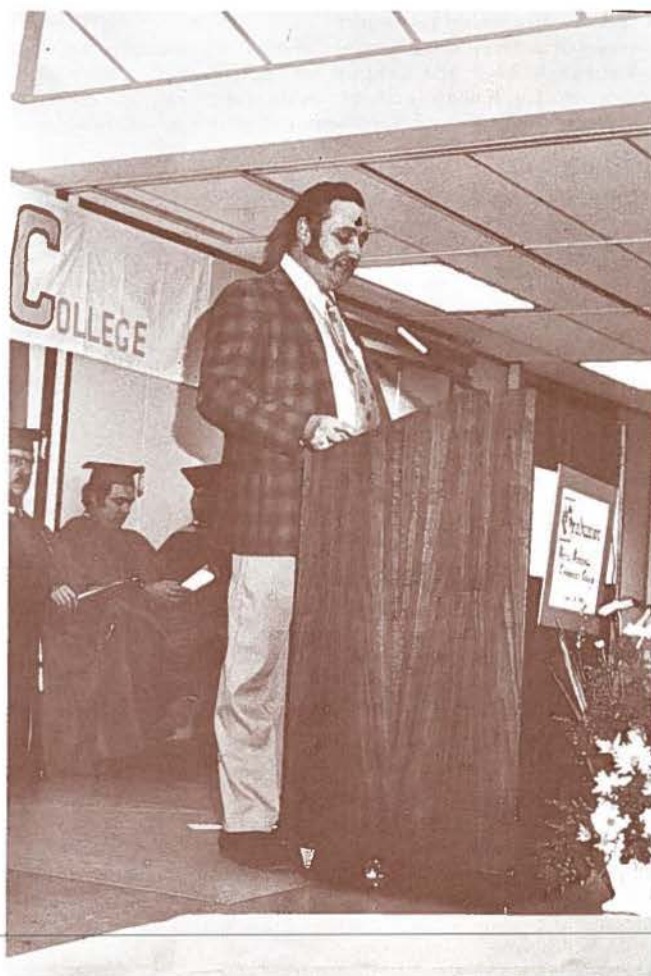
AC and DC distribution and control systems. Applications of AC and DC to motors, generators, lighting circuits. Operation and interpretation of electrical measuring instruments.

PETR 160 Instrumentation III 3 Credits

A study of methods; installation and identification of proper instruments to be used with particular industrial processes and operation of instrumentation under live load conditions through the use of sophisticated process simulators. Prerequisites: Completion of PETR 120, PETR 140, with at least a C average or special permission from instructor after interview.

PETR 180 Instrumentation IV 3 Credits

Course will explore techniques used in designing, and developing control loops. Control loop engineering and development of loops for maximum efficiency and energy control. Program will develop basic engineering skills. Prerequisites: Completion of all previous instrument classes with a least a C average or permission from instructor after personal interview.



PETR 192 Petroleum Affairs Seminar 1-3 Credits

Course composed of a combination of three elements: attendance on scheduled field trips to Alaskan petroleum facilities, participation in a class project, usually of a design or actual construction nature, and presentation of a technical paper on an assigned topic.

PETR 220 Surface Oilfield Equipment I 3 Credits

A course specializing in oilfield equipment and terminology for drilling related activities. Course includes detailed operation and function of rotary drilling rig, cementing techniques and procedures, design and operation of gas lift valves and a knowledge of major surface and downhole equipment.

PETR 221 Surface Oilfield Equipment II 3 Credits

Continuation of Surface Oilfield 220. Emphasis is placed upon postdrilling operations such as logging, drill-stem testing procedures and evaluation and perforating. Stimulation techniques involve acidizing and sand fracturing. Basic knowledge of downhole tools and fishing operations. Prerequisites: PETR 220 or permission of instructor.

PETR 245 Basic Electronics for Petroleum Industry 3 Credits

Analysis of both discrete circuit blocks and functional industrial instruments composed of these blocks. Includes component nomenclature, circuit operation isolation of malfunctions and repair of electronic equipment. Prerequisite: PETR 151.

PETR 250 Practical Distillation 3 Credits

A practical approach to the operation of a grass roots distillation operation as patterned after a small refinery to include an understanding of tower operation and the process of fractionating of crude oil.

PETR 252 Mechanical Equipment I 3 Credits

Theory, operation, and maintenance of internal combustion engines and pumps. Other topics included are bearing, drive components, lubrication, and fundamentals of rigging. Laboratory practice will be given on rigging, pump alignment, and tuneup of internal combustion engines.

PETR 260 Petroleum Laboratory Standards 3 Credits

The student will perform standard water analysis according to API RP-45 and associated standards, specific waterflood analysis for water quality and scale formation, physical petroleum analysis relating to quality control for sales purposes, environmental parameter monitoring and recording, and instrumental analysis as time permits. Prerequisite: Chemical Laboratory techniques or permission of instructor.

PETR 270 Mechanical Equipment II 3 Credits

Construction, operation, and maintenance of compressors, turbines, and motors. Basic pneumatics and hydraulics and troubleshooting of both. Laboratory practice on pneumatic and hydraulic simulators and equipment.

PETR 277 Petroleum Reservoir Engineering I 3 Credits

An introduction to the properties of petroleum reservoirs, associated rock structure, traps, fluid migrations, porosity, permeability, fluid saturations, drawdowns, recovery schemes, reservoir drives, introduction to artificial pressure maintenance, waterflood, completion calculations, recovery predictions, abandonments, mapping and deviation surveys.

Philosophy

PHIL 215 Man and Values (3+0) 3 Credits

An introductory survey of the most influential accounts of the human condition and human nature and the value systems which they give rise to in our time such as Christianity, Marxism, Freudianism, Capitalism, Behaviorism.

Physical Education

PE 100 Physical Education Activities (0+3) 1 Credit and Instruction

Instruction, practice and activity in a variety of physical activities, sports and dances.

Physical Science

PH S 103 Physical Science I (3+3) 4 Credits

This is the first of a two semester course with laboratory. It is designed to expose the students to the basic concepts in physics, astronomy and meteorology. The student is presented with general knowledge of science rather than an in-depth study of any one field. The material is presented in such a way as to show the inter-relatedness and interdependence of these scientific fields. Mathematics is a MATH 55 level.

PH S 104 Physical Science II (3+3) 4 Credits

This is the second of a two semester course with laboratory. It is designed to expose the students to the basic concepts in meteorology, chemistry, and geology. The student is presented with general knowledge of science rather than an in-depth study of any one field. The material is presented in such a way as to show the inter-relatedness and interdependence of these scientific fields. Mathematics is at MATH 55 level.

Physics

PHYS 103 College Physics I (3+3) 4 Credits

Classical mechanics and thermodynamics. Prerequisites: High School Algebra and Geometry. Trigonometry useful.

PHYS 104 College Physics II (3+3) 4 Credits

Electricity, magnetism, optics, and an introduction to modern physics. Prerequisites: PHYS 103.

Police Administration

PA 110 Introduction to Criminal Justice (3+0) 3 Credits

Survey of various philosophies, functions and methods of social control with emphasis on the role of law and those involved in its administration—police, courts and corrections organizations. Includes study of history, organization, processes and problems related to law and justice agencies in the heterogeneous democratic society. This is a prerequisite to all Police Administration courses.

PA 122 Justice Organization and Management (3+0) 3 Credits

Survey of organization and management of police, courts, correctional and legal operations; agencies roles, goals, structural arrangement and administrative practices; practicability theory and research; techniques and instruments of organization and management; principles of change.

PA 250 Development of Law (3+0) 3 Credits

Study of underlining philosophy, development and structure of law with emphasis on law system of the United States and Alaska. Includes "civil" precedences of such constitutional provisions as "due process" and Equal Protection" in the United States Bill of Rights, criticism of law; review of native law ways; procedures for changing law. Prerequisite: PA 110.

PA 251 Criminology (3+0) 3 Credits

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

Political Science

PS 101 Introduction to American Government (3 + 0) 3 Credits
U.S. Constitution and its philosophy; evolution of the branches of government; political process.

PS 102 Introduction to Politics (3 + 0) 3 Credits
Study of the discipline of political science, its focus, its concept and its methods. Special attention is given to the analysis of how people organize, act, and resolve their conflicts.

PS 211 State and Local Government (3 + 0) 3 Credits
A study of the relationships of national, state and local governments, with special emphasis on Alaska. Topics covered include civil rights, violence, environmental issues, economic development, and institutions including the executive, city and state legislature.

Psychology

PSY 101 Introduction to Psychology I (3 + 0) 3 Credits
An introduction to the fundamentals of general psychology and human behavior. Topics included are: overview of field, physiology, genetics, learning, memory, language, emotions, motivation, and personality.

PSY 102 Introduction to Psychology II (3 + 0) 3 Credits
A continuation of the survey of general psychology and human behavior. Topics included are: developmental sensation, perception, abnormal behavior, clinical (therapy), social psychology, intelligence and personality testing, and statistics. Prerequisite: PSY 101.

PSY/ECD 150 Human Growth and Development (3 + 0) 3 Credits
This survey course will focus on the theoretical, physical, cognitive, intellectual, personality and social development aspects of human development.

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

PSY 169 Human Sexuality (3 + 0) 3 Credits
Introduction to topics, concerning human sexual functioning. These include the physiology, psychology, sociology, philosophy, and morality of human sexuality practices and of love.

PSY 202 Psychology of Adjustment (3 + 0) 3 Credits
Application of psychological principles to the problems of everyday life. Course focus will be an emphasis on the analysis of development life style adjustment patterns. Mechanics of adjustment will be demonstrated by various practicum assignment. Prerequisites: PSY 102.

PSY 223 Introduction to Counseling for Paraprofessionals 3 Credits
Introduction to the fundamentals and theoretical constructs of counseling which are applicable to effective interpersonal interactions. Major emphasis on role playing, using tapes, making referrals, how to assist professionals, administering tests, and awareness of verbal and non-verbal communication.

PSY/ED 244 Early Childhood Development (3 + 0) 3 Credits
This course provided the student with a survey of human development from the prenatal period to five years. Aspects of development discussed include physical/motor; social/emotional; and linguistics/intellectual.

PSY/ED 246 Psychology of Adolescence (3 + 0) 3 Credits
Intellectual, emotional, social and physical development patterns during the adolescent years. Laboratory arranged for observations of adolescents in a variety of settings, including public schools. Prerequisite: CD/ED/PSY 244, 245 or permission of the instructor.

Russian

RUSS 101 Conversational Russian I (5 + 0) 5 Credits
For students with no previous knowledge of the Russian language.

Sociology

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

SOC 102 Introduction to Sociology (3 + 0) 3 Credits
Expansion of sociological concepts introducing in SOC 101 through application to the institutions of family, economy, politics, education, religion, and major social trends. Prerequisite: SOC 101.

SOC 122 Social-Cultural Aspects of (3 + 0) Chemical Dependency 3 Credits
Social aspects of drug dependency for all ethnic groups.

SOC 201 Social Problems (3 + 0) 3 Credits
Problems of contemporary society; analysis of factors giving rise to them, and an attempt to explore remedial strategies. Prerequisite: SOC 101.

SOC 242 The Family (3 + 0) 3 Credits
A study of the contemporary patterns of marriage and family relationships in the U.S. A social psychological approach to factors associated with the life cycle of the family, including mate selection, marital interaction and adjustments, parent-child relationships, and the later years of married life. SOC 101 recommended.

Spanish

SPAN 101 Beginning Spanish I (5 + 0) 5 Credits
Fundamental training and speaking, comprehension, reading and writing of Spanish as well as building a basic foundation of vocabulary.

Speech

Speech 111 Fundamentals of Oral Communication 3 Credits
An introduction to the process of interpersonal and group communication patterns, focusing on the affective elements of language and culture. Work is based on specific structural technique combined with creative delivery methods and the essentials of audience analysis, audience response and constructive listening.

Theatre Arts

THR 101 1-3 Credits
THR 102 Theater Practicum (1 + 3) 1-3 Credits
Participation in Drama Workshop or theatre productions as performer or technical staff member.

THR 110 Theater and Man (3 + 0) 3 Credits
Elements of drama, dramatic structure, types and styles. A study of the component parts of present day theatre, how they relate to one another and how they evolved.

THR 121 Basic Acting Techniques (2 + 2) 3 Credits
Instruction in this course consists of work in three closely related areas: movement, voice production/speech and basic acting techniques. The study begins with relaxation and awareness exercises, with emphasis on both the continuing development of voice, body, and basic acting techniques and exercises to help the student with the acting he does today.

THR 141 Basic Stagecraft (2 + 2) 3 Credits

The beginning course in technical theater. Materials of scene construction and painting and their use.

THR 201 1-3 V Credits

THR 202 Theater Practicum 1-3 V Credits

Sophomore course in Practicum. Participation in Drama Workshop or theater productions as performer or technical staff member.

THR 221 Acting I (2 + 2) 3 Credits

Characterization techniques, emphasis on physical development for the actor. A continuation of THR 121. Prerequisites: THR 121 or permission of the instructor.

THR 243 Beginning Scene Design (2 + 2) 3 Credits

Fundamental principles of design for the stage, including drafting, rendering and theory. Prerequisite: THR 141 or permission of instructor.

THR 247 Beginning Stage Lighting (1 + 2) 2 Credits

Fundamental theory and practice of lighting the stage. Prerequisite: THR 141 or permission of instructor.

THR 253 Beginning Costume Construction (1 + 2) 2 Credits

Basic principles of fabric selection and construction techniques for stage costumes.

THR 254 Beginning Costume Design (2 + 0) 2 Credits

Fundamentals of costume design with emphasis on beginning techniques for stage costumes.

THR 299 1-5 V Credits

Study of particular area of theater with guidance by faculty. Concentration in research or practical projects in theater. Prerequisites: sophomore standing and permission of instructor.





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Houtz, Allen, *Petroleum Technology*.
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Jacobs, Scot R., *Business Administration*.
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Morris, Patricia K., *Office Occupations*.
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Morrison, James H., *Counseling and Guidance*.
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Noble, Patricia A., *Office Occupations*.
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Petersen, Lance, *Speech, English, Theatre*.
Alaska Methodist University, B.A.

Porter, Bruce, *Electronics Technology, Computer Sciences*.
University of Akron, A.A.; University of Akron, B.S.

Rogers, John, *Electronics Technology*.
University of Washington, B.A.

Shaffer, Boyd, *Art, Biology, Journalism*.
The Sorbonne.

Steffy, Dennis D., *Physics, Petroleum Technology, Electronics*.
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Steffy, Ginger I., *Mathematics*.
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Wagoner, Thomas H., *Business Manager*.
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Williams, John J., *Petroleum Technology*.
Instrumentation Specialist.

Wilsey, John G., *Campus President*.
Northwestern University, B.S.; University of New Mexico, M.A.; University of New Mexico, Ed.D.

Zuelow, Margo J., *Dean of Instruction*.
Bethel College, B.A.; University of Alaska, M.Ed.; University of Oregon, Ph.D.



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