KENAI PENINSULA COMMUNITY COLLEGE

Course offerings & registration information

Spring 1981
Registrations By Mail

Please follow the instructions outlined below if you wish to take advantage of registering by mail.

1. List courses you wish to enroll in on the Mail Registration Form.
2. Compute your fees.
   A. Tuition - $25 per credit up to seven credits; $205 for eight or more credits. Non-credit and CEU classes may have a separate tuition charge.
   B. Material Charges - Check the class schedule to determine if your class(es) requires an additional charge.
   Student Activity Fee - 1-6 credits, $1.00 per credit; 7-11 credits, $5.00; 12 or more credits, $10.00.
3. Your mail registration form, tuition and fees must be returned to KPCC by January 5. There will be no exceptions to this date.
4. You will not be allowed to register by mail for courses requiring instructor's signature, proof of placement test, or any similar restrictions. You must register in person for these courses.
5. Upon receipt and final processing of your Mail-in Registration form, KPCC will return, by mail, the following.
   A. Seat cards for all classes.
   B. Notification of pending refund or additional charges if applicable. Note: Additional charges or refunds may be necessary due to an error in calculation of fees or because of closed classes.

PLEASE PRINT — Use Ball Point Pen

Mail Registration Form

KENAI PENINSULA COMMUNITY COLLEGE

Mail Registration Form

Full Registration Information Below (Please Print)

NOTE: Any change in this program must be made by Add/ Drop from the Office of Admissions and Records.

I assume full academic responsibility for this program, and if funded, I give my permission to release my student records to the funding agency.

KPCC
Mail Registration
P.O. Box 848
Soldotna, AK. 99669

Rec. By

Date Rec.

You are invited to

Open House - January 7, 6:30 - 7:30 p.m.

Registration

On Campus, January 6-7, 10:00 a.m. to 7:00 p.m.
Homer, January 23, 1:00 p.m. to 8:00 p.m.
Seward, January 5, 10:00 a.m. to 7:00 p.m.

Kenai Peninsula Community College, Box 848, Soldotna, Alaska 99669-262-5801
There are no tuition fees for Adult Basic Education/GED Preparation Courses.

The college reserves the right to change or add to its fees at any time. Fee assessments are subject to audit and, any such adjustments will be made within thirty days following the close of late registration. Students will be notified of any adjustments.

Tuition and Refund Policy

Students must officially drop or withdraw from classes in order to qualify for a tuition refund (except for cancelled courses). You will be allowed a refund for withdrawal from the KPC according to the following schedule:

Prior to January 12: 100% Tuition and Fees
January 12-19: 90% Tuition Only
January 20-26: 50% Tuition Only
January 27: No Refund

Please call the Accounting Office at 262-5801 if you have a question concerning your refund.

Senior Citizen Tuition Fee

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 Form" which is available in the Admissions and Records Office.

ADMISSIONS

Kenai Peninsula Community College, in the tradition of Community Colleges throughout the United States, maintains an Open Admissions Policy. In accordance with the Open Door Policy, students may be admitted if they meet any one of the following criteria:

1. Have earned a high school diploma or the equivalent (GED) Certificate.
2. Reached 18 years of age or older.
3. Are a high school senior with written permission from parent/guardian and principal/counselor. (Limited to a maximum of 6 credits).
4. A non-high school graduate who is eighteen years of age whose high school class has graduated.

A specific grade point average in previous high school or college is not required for general admission to the College. To be admitted to a Degree or Certificate Program, and before receiving a Degree or Certificate from Kenai Peninsula Community College, students must be formally admitted. To accomplish this formal admissions process, students must complete and submit an Admissions Application and pay the consolidated fee of $25.00. Students will be notified of any adjustments 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. The Examinations may not be repeated earlier than one year. For more information contact, the Office of Admissions and Records.

ACCRREDITATION

All courses work on the 100 level and above is accredited and is transferable to other colleges and universities.

ADVISING

All admitted Degree and Certificate students will be assigned an advisor. Your advisor will assist you in developing your course of study.

Reading the Schedule

All courses are listed in alphabetical order by subject area.

Cross-Referenced Courses

Some courses may be taken for credit in one of several different departments. For example, ED 245 and PSY 245 are the same course. Students may register for the course under the first title. The Office of Admissions and Records will cross-reference courses designated with an asterisk (*).

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 Year-Long Classes

TBA

To be announced, information not available at printing deadline.

ARR

Arranged, consult your instructor or department for information.

Variable Credit

Example: 1-3V. This means the course may be taken from 1 through 3 credits with prior approval of the instructor.

Prerequisites

Point values will be listed below the meeting times. Please refer to the KPC catalog for any additional course prerequisites.

BUILDING LOCATION GUIDE

SES Soldotna Elementary School
SJI Soldotna Junior High
SHS Soldotna High School
KHS Kenai High School
KCHS Kenai Central High School
KFAB Kenai Fine Arts Building
RED Redoubt Elementary School
NKES North Kenai Elementary School
HHS Homer High School
SLED Soldotna School
SES Seward Elementary School
Seward High School
ASC Alaska Skills Center
KES Kenai Elementary School
WRC Women's Resource Center

Computer Services

The University of Alaska has a Honeywell 6000 computer which is available for student use at no cost. KPC has several terminals that are connected to the Honeywell 6000. Some of the system languages available are Basic, Fortran, and Spss.

One of the most used systems is MAIL, which permits students to correspond with other students anywhere in the state. Other beneficial functions of the computer include the ability to type and edit text i.e., class assignments, term papers.

There are four classes offered which are designed to help students who have never used the computer before and for students who wish to increase their working knowledge of the computer. These classes are listed in the schedule under Computer Skills.
Course Offerings

Accounting

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
<th>Instructor</th>
<th>Meeting Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 105</td>
<td>INTRODUCTION TO ACCOUNTING</td>
<td>3</td>
<td>Edwards</td>
<td>M 6:45-10:00 pm L 402</td>
</tr>
<tr>
<td>ACCT 106</td>
<td>BEGINNING DRAWING</td>
<td>3</td>
<td>Edwards</td>
<td>M 6:45-10:00 pm L 305</td>
</tr>
<tr>
<td>ACCT 107</td>
<td>INTRODUCTION TO BUSINESS</td>
<td>3</td>
<td>Edwards</td>
<td>M 10:05-1:35 pm</td>
</tr>
<tr>
<td>ACCT 108</td>
<td>INTRODUCTION TO BUSINESS II</td>
<td>3</td>
<td>Edwards</td>
<td>M 10:05-1:35 pm</td>
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Adult Basic Education

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<th>Course Code</th>
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<tbody>
<tr>
<td>AB 106</td>
<td>BIOLOGICAL SCIENCE</td>
<td>3</td>
<td>Boraas</td>
<td>T 7:00-10:00 pm L 302</td>
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<tr>
<td>AB 107</td>
<td>GOVERNMENTAL ACCOUNTING</td>
<td>3</td>
<td>Brown</td>
<td>T 6:45-10:00 pm L 301</td>
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Agriculture

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<tbody>
<tr>
<td>AGRI 100</td>
<td>ADVANCED AGRICULTURE</td>
<td>3</td>
<td>Jensen</td>
<td>T 7:00-10:00 pm L 502</td>
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Anthropology

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<tbody>
<tr>
<td>ANTH 205</td>
<td>INTRODUCTION TO ANTHROPOLOGY</td>
<td>3</td>
<td>Schneider</td>
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Art

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<th>Meeting Times</th>
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<td>ART 105</td>
<td>BEGINNING DRAWING</td>
<td>3</td>
<td>Edwards</td>
<td>T 10:05-12:35 pm</td>
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<td>ART 106</td>
<td>BEGINNING DRAWING II</td>
<td>3</td>
<td>Edwards</td>
<td>T 10:05-12:35 pm</td>
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<tr>
<td>ART 107</td>
<td>INTERMEDIATE DRAWING I</td>
<td>3</td>
<td>Edwards</td>
<td>T 10:05-12:35 pm</td>
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<tr>
<td>ART 219</td>
<td>LIFE DRAWING &amp; COMPOSITION I</td>
<td>3</td>
<td>Jensen</td>
<td>T 6:45-10:00 pm</td>
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Business Administration

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<th>Meeting Times</th>
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<tbody>
<tr>
<td>BUS 108</td>
<td>ACCOUNTING RECORDS FOR SMALL BUSINESS</td>
<td>3</td>
<td>Johnson</td>
<td>M 6:45-10:00 pm</td>
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Chemistry

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<tr>
<td>CHEM 106</td>
<td>GENERAL CHEMISTRY II</td>
<td>3</td>
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Community Service

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<tr>
<td>CSV/CSU 49</td>
<td>MAIL ACCESS</td>
<td>3</td>
<td>Miller</td>
<td>T,TH 11:40-1:10 pm</td>
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Finance

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<tbody>
<tr>
<td>FIN 101</td>
<td>INTRODUCTION TO FINANCE</td>
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<td>Jacobson</td>
<td>M 6:45-10:00 pm</td>
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<td>FIN 102</td>
<td>FUNDAMENTALS OF ACCOUNTING</td>
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<td>Jacobson</td>
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Science

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<th>Instructor</th>
<th>Meeting Times</th>
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<tbody>
<tr>
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<td>GENERAL SCIENCE</td>
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<td>Miller</td>
<td>M 6:45-10:00 pm</td>
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Social Sciences

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<tr>
<td>SOC 101</td>
<td>INTRODUCTION TO SOCIOLOGY</td>
<td>3</td>
<td>Miller</td>
<td>T,TH 11:40-1:10 pm</td>
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Technology

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<th>Meeting Times</th>
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</thead>
<tbody>
<tr>
<td>TEC 101</td>
<td>INTRODUCTION TO COMPUTER SCIENCE</td>
<td>3</td>
<td>Miller</td>
<td>T,TH 11:40-1:10 pm</td>
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dd
Computer Information Systems

CIS 101 INTRODUCTION TO DATA PROCESSING 3 Credits
Ref 18058 Sec 100 T-TH 6:15-6:45 pm $10.00 Lab Fee
Ref 18092 Sec 200 TH 6:45-7:15 pm

Dance

DANCE 101 BEGINNING MODERN DANCING 1 Credit
Ref 18172 Sec 100 M-TH 11:40-1:10 pm G-203
Ref 18176 Sec 200 M 6:45-7:15 pm

Education

ED 193 CAREER TRANSITION 3 Credits
Ref 18080 Sec 200 TH 11:40-1:10 pm in cooperation with Community Schools

ENGL 061 ENGLISH AS A SECOND LANGUAGE 3 Credits
Ref 17766 Sec 220 M 6:45-7:15 pm

ENGL 110 PROPERTIES OF ENERGY 3 Credits
Ref 17875 Sec 200 M 6:45-7:15 pm $5.00 Lab Fee

ENGL 112 HISTORY OF THE U.S. II 3 Credits
Ref 17960 Sec 100 M, W 11:40-1:10 pm L-301

Materials Technology

MATH 100 BEGINNING WOODWORKING 3 Credits
Ref 18472 Sec 200 M, W 6:45-8:00 pm L-302
Ref 18473 Sec 200 T, TH 11:40-1:10 pm L-302

MATH 105 INTERMEDIATE ALGEBRA 3 Credits
Ref 18091 Sec 100 M, W 6:45-8:00 pm L-302
Ref 18092 Sec 100 T, TH 11:40-1:10 pm L-302

MATH 106 CONCEPTS OF MATHEMATICS 3 Credits
Ref 18261 Sec 100 M, W 7:00-8:30 pm

Mathematics

ENGL 213 INTERMEDIATE EXPOSITION 3 Credits
Ref 17999 Sec 100 T, TH 11:15-1:25 pm
Ref 18000 Sec 100 T, TH 11:15-1:25 pm

Fire Science

PS 193 FLINTLAND FIRE CONTROL 3 Credits
Ref 18441 Sec 200 M, W 6:45-8:00 pm L-301
Ref 18442 Sec 200 T, TH 11:40-1:10 pm L-301

Geology

GEOG 102 HISTORICAL GEOLOGY 4 Credits
Ref 18035 Sec 100 T, TH 11:40-1:10 pm M-100
Lab: Ref 18036 Sec 100 T, TH 9:00-11:00 pm
Lab: $75.00 Lab Fee

Health Science

HC 193 THE HUMAN BODY 3 Credits
Ref 18201 Sec 100 M, W 6:45-7:15 pm
Ref 18202 Sec 100 M, W 7:00-10:00 pm

History

HIST 132 HISTORY OF THE U.S. I 3 Credits
Ref 18060 Sec 100 T, TH 11:40-1:10 pm L-404

Materials Technology

MACHINERY I 3 Credits
Ref 18191 Sec 100 M, W 6:45-8:00 pm G-202
Ref 18192 Sec 100 T, TH 11:40-1:10 pm G-202

A course in theory of operation of A.C. & D.C. motors, generators as well as practical knowledge gained through hands on Labs. Some control systems included.
Music

MUS 101 COMMUNITY COLLEGE ORCHESTRA 1 Credit
- Ref 19301 Sec 200 Holland
M Tu,W, Th 6:45-10:00 pm K268
- In cooperation with Community Schools.

MUS 101A PPC MUSICAL MASTERS 1 Credit
- Ref 17248 Sec 200 Handerson
T 7:00-10:00 am K268

Office Occupations

OO 102 INTERMEDIATE SHORTHAND 4 Credits
- Ref 10044 Sec 100 Noble
M,T,W, Th 8:30-10:00 am L-402
- Reenforces Gregg Shorthand theory. Emphasis on speed dictionary transcription is introduced. Prerequisite 00 101 or equivalent.

OO 103 ELEMENTARY TYPING 3 Credits
- Ref 10251 Sec 100 Morris
M,T, W, Th 11:40-1:10 pm L-402
$5.00 Materials Fee

OO 106 ADVANCED TYPING 3 Credits
- Ref 10650 Sec 200 Walgenbach
M, Tu, W, Th 8:00-10:00 am L-402
$5.00 Materials Fee
Prerequisite: OO 103 or 1 year of high school typing or equivalent

OO 107 ADVANCED TYPING 3 Credits
- Ref 10750 Sec 200 Walgenbach
M, Tu, W, Th 8:00-10:00 am L-402
$5.00 Materials Fee
Prerequisite: OO 103 or 1 year of high school typing or equivalent

OO 108 ADVANCED TYPING 3 Credits
- Ref 10499 Sec 200 Walgenbach
M, Tu, W, Th 8:00-10:00 am L-402
$5.00 Materials Fee
Prerequisite: OO 103 or 1 year of high school typing or equivalent

OO 202 ADVANCED SHORTHAND AND TRANSCRIPTION 4 Credits
- Ref 10449 Sec 100 Noble
M, Tu, W, Th 10:00-1:00 pm L-402
Prerequisite: OO 102 and OO 106 or equivalent

Petroleum Technology

PETR 105 PETROCHEMICAL INDUSTRY I 3 Credits
- Ref 12955 Sec 100 Noble
M, W 8:30-10:00 pm G-201
A survey of Physical and Chemical properties of Hydrocarbons, gases and fluids. A background in algebra would be beneficial for this class.

PETR 106 PETROCHEMICAL INDUSTRY II 3 Credits
- Ref 12416 Sec 100 Brazier
M, W 11:40-1:10 pm G-201
Prerequisite: PETR 105 or permission of instructor

PETR 120 INSTRUMENTATION I 3 Credits
- Ref 12921 Sec 100 Williams
M, W 1:15-2:45 pm G-202

PETR 121 INSTRUMENTATION II 3 Credits
- Ref 12980 Sec 100 Williams
Th 6:45-10:00 pm G-202

PETR 120 BLUEPRINT READING 3 Credits
- Ref 13139 Sec 100 Britton
M, W 1:15-2:45 pm G-202

PETR 140 INSTRUMENTATION II 3 Credits
- Ref 13033 Sec 200 Noble
M, W 1:15-2:45 pm G-202

PETR 150 INSTRUMENTATION II 3 Credits
- Ref 13048 Sec 201 Noble
$6.45-10:00 pm G-202
Prerequisite: PETR 120 with grade of "C" or above.
$15.00 Lab Fee

PETR 155 MECHANICAL DRAFTING FOR THE PETROLEUM INDUSTRY I 3 Credits
- Ref 12301 Sec 100 Demchen
M, W 11:00-1:15 am L-402

PETR 160 ELLEHCTRICITY FOR THE PETROLEUM INDUSTRY I 3 Credits
- Ref 12777 Sec 101 Noble
$1:15-2:45 pm G-203

PETR 161 ELLEHCTRICITY FOR THE PETROLEUM INDUSTRY II 3 Credits
- Ref 12778 Sec 101 Noble
$1:15-2:45 pm G-203

PETR 175 INSTRUMENTATION I 4 Credits
- Ref 13091 Sec 101 Olsen
9:00-12:00 pm L-402

PETR 180 INSTRUMENTATION IV 3 Credits
- Ref 12866 Sec 200 Axtz
M, W 1:15-2:45 pm G-202
Prerequisite: Completion of all previous Instrumentation classes with "C" average or better.
$15.00 Lab Fee

PETR 192 PETROLEUM FIELD ENGINEERING I 3 Credits
- Ref 12991 Sec 200 Axtz
9:00-12:00 pm G-202

PETR 220 SURFACE OILFIELD EQUIPMENT I 3 Credits
- Ref 12955 Sec 100 Noble
M, W 1:15-2:45 pm G-203

PETR 221 SURFACE OILFIELD EQUIPMENT II 3 Credits
- Ref 12956 Sec 101 Noble
M, W 11:40-1:10 pm G-203

PETR 222 SURFACE OILFIELD EQUIPMENT III 3 Credits
- Ref 12957 Sec 101 Noble
M, W 11:40-1:10 pm G-203

PETR 223 SURFACE OILFIELD EQUIPMENT IV 3 Credits
- Ref 12958 Sec 101 Noble
M, W 11:40-1:10 pm G-203

PETR 230 ELECTRONICS INPETROLEUM 3 Credits
- Ref 12959 Sec 100 Noble
M, W 11:40-1:10 pm G-203

PETR 231 SURFACE OILFIELD EQUIPMENT V 3 Credits
- Ref 12960 Sec 100 Noble
M, W 11:40-1:10 pm G-203

PETR 232 SURFACE OILFIELD EQUIPMENT VI 3 Credits
- Ref 12961 Sec 100 Noble
M, W 11:40-1:10 pm G-203

PETR 233 SURFACE OILFIELD EQUIPMENT VII 3 Credits
- Ref 12962 Sec 101 Noble
M, W 11:40-1:10 pm G-203

PETR 234 SURFACE OILFIELD EQUIPMENT VIII 3 Credits
- Ref 12963 Sec 101 Noble
M, W 11:40-1:10 pm G-203
This course builds on Petro 151 skills, introducing transistors, diodes, and simple power circuits and theory. Includes some basic circuit design of amplifiers and troubleshooting.

PETR 250 PRACTICAL DISTILLATION I
Ref 12629 Sec 101 T,TH M,WF 10:00-11:55 am 3 Credits
Prerequisites: PETR 151

Student will gain understanding of tower operation, fractionation of crude oil and operation of associated equipment, as well as a practical approach to the operation of an atmospheric distillation unit.

MECHANICAL ENGINEERING I
Ref 12551 Sec 101 T,TH M,WF 8:30-10:00 am 3 Credits
Prerequisites: T,TH M,WF 8:30-10:00 am 3 Credits

A study of theory, operation and maintenance of pumps and internal combustion engines, including bearings, lubrication and fundamentals of rigging. Lab practice on rigging, pump alignment and tune up of internal combustion engines.

PETR 260 PETROLEUM LABORATORY
Ref 12475 Sec 100 T,TH M,WF 11:20-12:45 pm 4 Credits
Prerequisites: Chemical Laboratory Techniques or permission of instructor. $15.00 Lab Fee

An introduction to laboratory procedures and techniques relating to physical petroleum and water analysis according to API standards.

MECHANICAL ENGINEERING II
Ref 12497 Sec 101 T,TH M,WF 8:30-10:00 am 3 Credits

Basic pneumatics and troubleshooting of compressors, turbines and motors. Construction, operation and maintenance of same. Lab practice on simulators and equipment.

PRODUCTION ENGINEERING I
Ref 12718 Sec 100 T,TH M,WF 6:45-10:00 pm 3 Credits

A first course in production engineering concentrating on well completion, workovers and stimulation. Includes geological considerations, well testing, cementing, completion design, tubing selection, perforation and completion and well workover fluids. Students must have Petro 105/106, Petro 220 and Math through Math 113 or permission of instructor.

PHYSICAL SCIENCE I
Ref 11841 Sec 100 T,TH M,WF 10:05-11:55 am 4 Credits

Labs: T,TH M,WF 9:00-1:00 pm $10.00 Lab Fee

Physics
Ref 12807 Sec 200 T,TH M,WF 6:00-9:50 pm 1 Credit
Prerequisites: PETR 151

This course builds on Petro 151 skills, introducing transistors, diodes, and simple power circuits and theory. Includes some basic circuit design of amplifiers and troubleshooting.

PETR 250 PRACTICAL DISTILLATION I
Ref 12629 Sec 101 T,TH M,WF 10:00-11:55 am 3 Credits
Prerequisites: PETR 151

Student will gain understanding of tower operation, fractionation of crude oil and operation of associated equipment, as well as a practical approach to the operation of an atmospheric distillation unit.

MECHANICAL ENGINEERING I
Ref 12551 Sec 101 T,TH M,WF 8:30-10:00 am 3 Credits
Prerequisites: T,TH M,WF 8:30-10:00 am 3 Credits

A study of theory, operation and maintenance of pumps and internal combustion engines, including bearings, lubrication and fundamentals of rigging. Lab practice on rigging, pump alignment and tune up of internal combustion engines.

PETR 260 PETROLEUM LABORATORY
Ref 12475 Sec 100 T,TH M,WF 11:20-12:45 pm 4 Credits
Prerequisites: Chemical Laboratory Techniques or permission of instructor. $15.00 Lab Fee

An introduction to laboratory procedures and techniques relating to physical petroleum and water analysis according to API standards.

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Prerequisites: PETR 151

This course builds on Petro 151 skills, introducing transistors, diodes, and simple power circuits and theory. Includes some basic circuit design of amplifiers and troubleshooting.
Seward

Seward registration will be held on January 5 from 10:00 a.m. to 7:00 p.m. at the library. For further information, contact Linda Redding, Community College Coordinator.

Materials Technology

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Ref</th>
<th>Sec</th>
<th>Fee</th>
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<tr>
<td>MAT 100</td>
<td>WOODWORKING</td>
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Psychology

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DEGREE AND CERTIFICATE PROGRAMS

ASSOCIATE OF ARTS

BUSINESS ADMINISTRATION

HUMANITIES

MATHEMATICS

OFFICE OCCUPATIONS

POLICE ADMINISTRATION

SOCIAL SCIENCE

ASSOCIATE OF APPLIED SCIENCE

BUSINESS ADMINISTRATION

INDUSTRIAL ELECTRONICS

INDUSTRIAL PROCESS INSTRUMENTATION

OFFICE OCCUPATIONS

PETROLEUM ENGINEERING AID

PETROLEUM TECHNOLOGY

CERTIFICATES

OFFICE OCCUPATIONS

PETROLEUM TECHNOLOGY