

# **Kenai Peninsula Community College**

## **1982-1983 CATALOG**

Post Office Box 848  
Soldotna, Alaska 99669

**(907) 262-5801**

August, 1982

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. This catalog is for information purposes only.

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.

Kenai Peninsula Community College is a member in the following organizations:

- American Association of Collegiate Registrars and Admissions Officers
- American Association of Junior and Community Colleges
- Homer Chamber of Commerce
- Instrument Society of America - Alaska Chapter
- Kenai Chamber of Commerce
- National Association of Accountants
- National Association of College and University Business Officers
- Northwest Association of Community and Junior Colleges
- Northwest Association of Schools and Colleges
- Pacific Association of Collegiate Registrars and Admissions Officers
- Seldovia Chamber of Commerce
- Seward Chamber of Commerce
- Soldotna Chamber of Commerce



## 3

| JANUARY |    |    |    |    |    |    | FEBRUARY |    |    |    |    |    |    | MARCH |    |    |    |    |    |    | APRIL |    |    |    |    |    |    |   |   |
|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|-------|----|----|----|----|----|----|-------|----|----|----|----|----|----|---|---|
| S       | M  | T  | W  | T  | F  | S  | S        | M  | T  | W  | T  | F  | S  | S     | M  | T  | W  | T  | F  | S  | S     | M  | T  | W  | T  | F  | S  |   |   |
|         |    |    |    |    |    | 1  |          |    |    | 1  | 2  | 3  | 4  | 5     |    |    |    | 1  | 2  | 3  | 4     | 5  |    |    |    |    |    | 1 | 2 |
| 2       | 3  | 4  | 5  | 6  | 7  | 8  | 6        | 7  | 8  | 9  | 10 | 11 | 12 | 6     | 7  | 8  | 9  | 10 | 11 | 12 | 3     | 4  | 5  | 6  | 7  | 8  | 9  |   |   |
| 9       | 10 | 11 | 12 | 13 | 14 | 15 | 13       | 14 | 15 | 16 | 17 | 18 | 19 | 13    | 14 | 15 | 16 | 17 | 18 | 19 | 10    | 11 | 12 | 13 | 14 | 15 | 16 |   |   |
| 16      | 17 | 18 | 19 | 20 | 21 | 22 | 20       | 21 | 22 | 23 | 24 | 25 | 26 | 20    | 21 | 22 | 23 | 24 | 25 | 26 | 17    | 18 | 19 | 20 | 21 | 22 | 23 |   |   |
| 23      | 24 | 25 | 26 | 27 | 28 | 29 | 27       | 28 |    |    |    |    |    | 27    | 28 | 29 | 30 | 31 |    |    | 24    | 25 | 26 | 27 | 28 | 29 | 30 |   |   |
| 30      | 31 |    |    |    |    |    |          |    |    |    |    |    |    |       |    |    |    |    |    |    |       |    |    |    |    |    |    |   |   |

| MAY |    |    |    |    |    |    | JUNE |    |    |    |    |    |    | JULY |    |    |    |    |    |    | AUGUST |    |    |    |    |    |    |   |   |   |   |
|-----|----|----|----|----|----|----|------|----|----|----|----|----|----|------|----|----|----|----|----|----|--------|----|----|----|----|----|----|---|---|---|---|
| S   | M  | T  | W  | T  | F  | S  | S    | M  | T  | W  | T  | F  | S  | S    | M  | T  | W  | T  | F  | S  | S      | M  | T  | W  | T  | F  | S  |   |   |   |   |
| 1   | 2  | 3  | 4  | 5  | 6  | 7  |      |    |    |    | 1  | 2  | 3  | 4    |    |    |    |    |    |    | 1      | 2  |    |    |    | 1  | 2  | 3 | 4 | 5 | 6 |
| 8   | 9  | 10 | 11 | 12 | 13 | 14 | 5    | 6  | 7  | 8  | 9  | 10 | 11 | 3    | 4  | 5  | 6  | 7  | 8  | 9  | 7      | 8  | 9  | 10 | 11 | 12 | 13 |   |   |   |   |
| 15  | 16 | 17 | 18 | 19 | 20 | 21 | 12   | 13 | 14 | 15 | 16 | 17 | 18 | 10   | 11 | 12 | 13 | 14 | 15 | 16 | 14     | 15 | 16 | 17 | 18 | 19 | 20 |   |   |   |   |
| 22  | 23 | 24 | 25 | 26 | 27 | 28 | 19   | 20 | 21 | 22 | 23 | 24 | 25 | 17   | 18 | 19 | 20 | 21 | 22 | 23 | 21     | 22 | 23 | 24 | 25 | 26 | 27 |   |   |   |   |
| 29  | 30 | 31 |    |    |    |    | 26   | 27 | 28 | 29 | 30 |    |    | 24   | 25 | 26 | 27 | 28 | 29 | 30 | 28     | 29 | 30 | 31 |    |    |    |   |   |   |   |

| SEPTEMBER |    |    |    |    |    |    | OCTOBER |    |    |    |    |    |    | NOVEMBER |    |    |    |    |    |    | DECEMBER |    |    |    |    |    |    |   |   |
|-----------|----|----|----|----|----|----|---------|----|----|----|----|----|----|----------|----|----|----|----|----|----|----------|----|----|----|----|----|----|---|---|
| S         | M  | T  | W  | T  | F  | S  | S       | M  | T  | W  | T  | F  | S  | S        | M  | T  | W  | T  | F  | S  | S        | M  | T  | W  | T  | F  | S  |   |   |
|           |    |    |    |    | 1  | 2  | 3       |    |    |    |    |    | 1  |          |    |    | 1  | 2  | 3  | 4  | 5        |    |    |    |    |    | 1  | 2 | 3 |
| 4         | 5  | 6  | 7  | 8  | 9  | 10 | 2       | 3  | 4  | 5  | 6  | 7  | 8  | 6        | 7  | 8  | 9  | 10 | 11 | 12 | 4        | 5  | 6  | 7  | 8  | 9  | 10 |   |   |
| 11        | 12 | 13 | 14 | 15 | 16 | 17 | 9       | 10 | 11 | 12 | 13 | 14 | 15 | 13       | 14 | 15 | 16 | 17 | 18 | 19 | 11       | 12 | 13 | 14 | 15 | 16 | 17 |   |   |
| 18        | 19 | 20 | 21 | 22 | 23 | 24 | 16      | 17 | 18 | 19 | 20 | 21 | 22 | 20       | 21 | 22 | 23 | 24 | 25 | 26 | 18       | 19 | 20 | 21 | 22 | 23 | 24 |   |   |
| 25        | 26 | 27 | 28 | 29 | 30 |    | 23      | 24 | 25 | 26 | 27 | 28 | 29 | 27       | 28 | 29 | 30 |    |    |    | 25       | 26 | 27 | 28 | 29 | 30 | 31 |   |   |
|           |    |    |    |    |    |    | 30      | 31 |    |    |    |    |    |          |    |    |    |    |    |    |          |    |    |    |    |    |    |   |   |



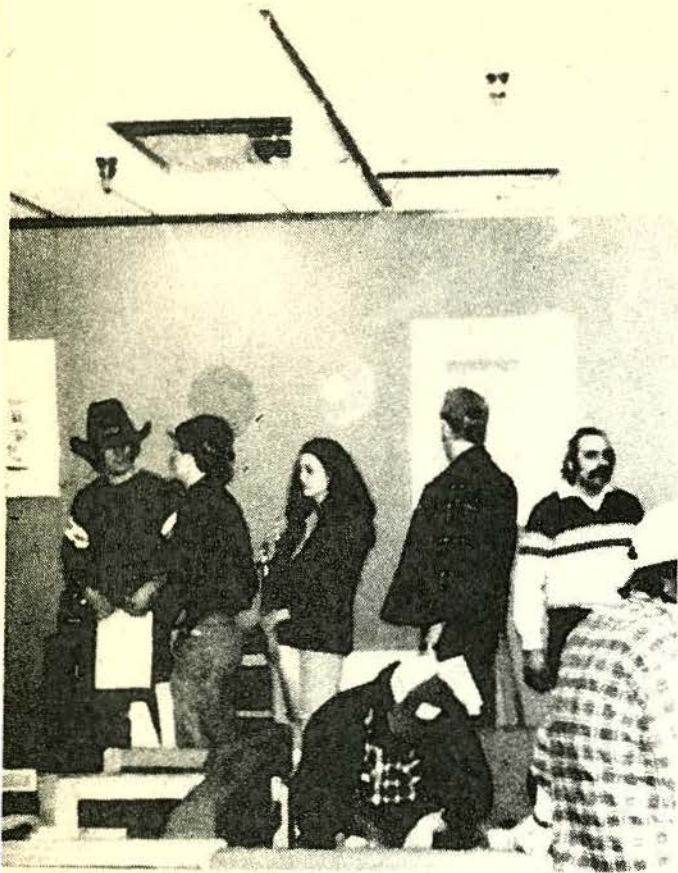
## SOURCES OF INFORMATION

### Kenai Peninsula Community College

|  |                      |
|--|----------------------|
| Accounting Office . . . . .                    | 262-5801             |
| Admissions . . . . .                           | 262-5802             |
| Bookstore . . . . .                            | 262-5801             |
| Cooperative Extension Service . . . . .        | 262-5824             |
| Counseling . . . . .                           | 262-5802             |
| Dean of Student Services . . . . .             | 262-5803             |
| Dean of Academic Affairs . . . . .             | 262-5802             |
| Director of Support Services . . . . .         | 262-5801             |
| Faculty Offices . . . . .                      | 262-5804 or 262-9411 |
| Financial Aids . . . . .                       | 262-5802             |
| Information . . . . .                          | 262-5801             |
| Learning Skills and Media Center . . . . .     | 262-5803             |
| Library . . . . .                              | 262-5803             |
| President . . . . .                            | 262-5801             |
| Registration . . . . .                         | 262-5801             |
| Statewide Petroleum Extension Office . . . . . | 262-9401             |
| Student Government . . . . .                   | 262-5802             |





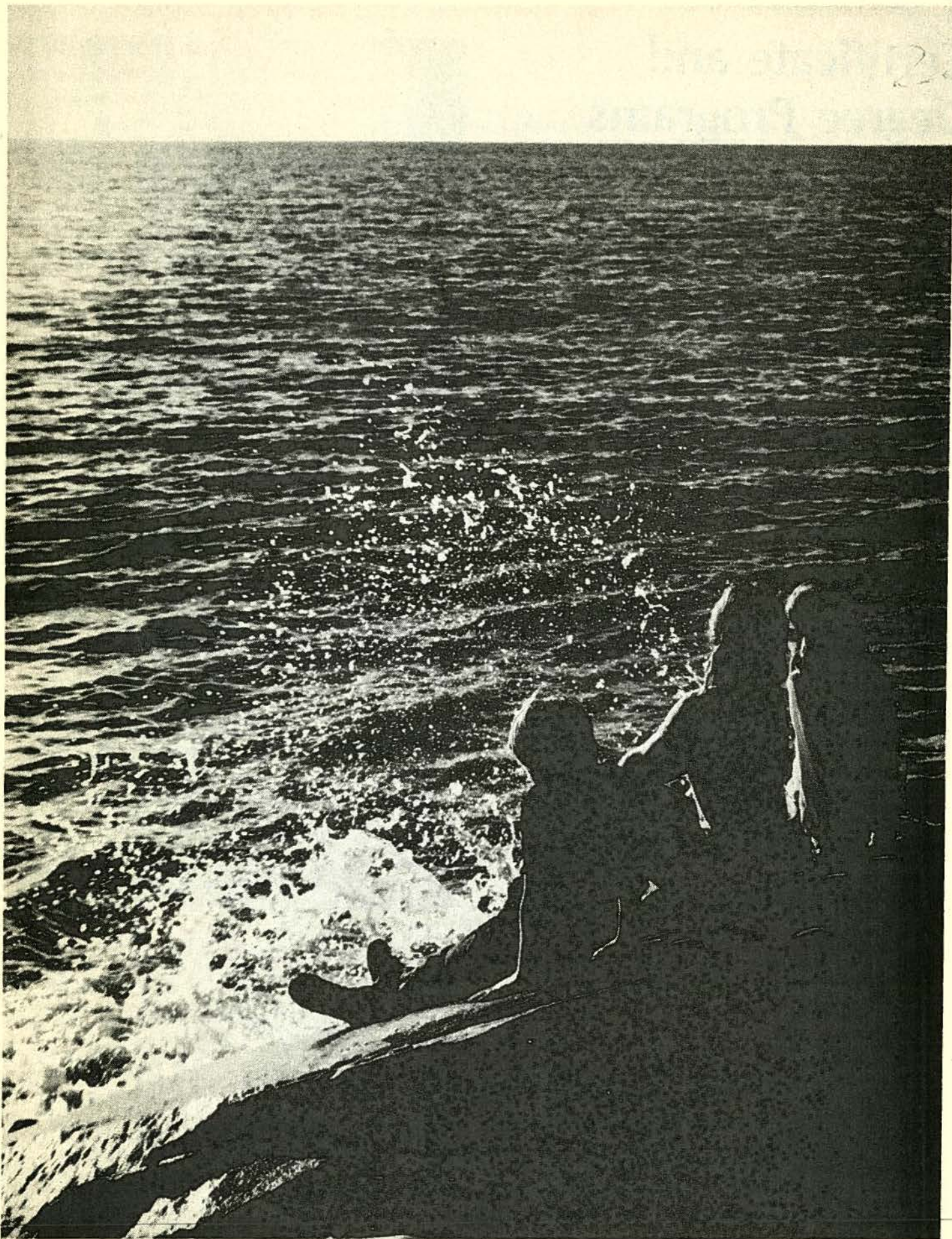




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# Certificate and Degree Programs

## Certificates:

Office Occupations  
Petroleum Technology  
Small Business Management

## Associate of Applied Science

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

## Associate of Arts (Transfer Degree)

The Associate of Arts Degree is intended to provide a student with the basis of general education in order to undertake baccalaureate degree work and is nonspecific in intent; only one Associate of Arts Degree per student may be earned. The distribution pattern for the Associate of Arts degree provides a student with a relatively high level of options. While the degree pattern is intended primarily for transfer students, it does allow a student to delay this choice until the fourth semester period. In other words, the student could fulfill the 45 hours specified prior to taking any of his/her electives and then within the last quarter of the program make a decision as to whether or not he/she is going to work or immediately transfer to another institution. If the student chooses to go to work, eventually he/she may choose to take more electives in the Applied Studies area. If the student chooses to go onto a 4-year institution, this individual will probably take more of his/her final 15 hours in generally transferable course work.

## Associate of Arts

Degree Requirements: Credits  
Complete a minimum of 60 semester credits at the 100 level or above including at least 20 at the 200 level.

|   |    |
|---|----|
| 1. Communications                                     |    |
| Written Composition .....                             | 6  |
| Oral Communications .....                             | 3  |
| 2. Complete 9 credits in each of the following areas: |    |
| Mathematics/Natural Science .....                     | 9  |
| Humanities .....                                      | 9  |
| Social Science .....                                  | 9  |
| Applied Science (Must include one class in            |    |
| Computer Information Systems .....                    | 9  |
| 3. Electives .....                                    | 15 |
| 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.





# Certificate and Degree Programs

## Business Administration - Associate of Applied Science

### Business Administration

The Associate of Applied Science in Business Administration is a two-year program which combines business and management theory with practical knowledge. Principal areas of study include Business Management, Real Estate, and Accounting. The graduate will be prepared to gain entry-level employment leading toward a management position and/or continue studies toward a four-year degree in Business Administration.

| 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. ACCT 051-052—Introduction to Accounting I & II OR<br>ACCT 201—Principles of Financial Accounting and<br>ACCT 202—Principles of Managerial Accounting .... | 6-7     |
| BA 166—Small Business Management .....   | 3       |
| BA 231—Fundamentals of Supervision .....   | 3       |
| BA 241—Business Law .....  | 3       |
| CIS 101—Introduction to Data Processing I .....  | 3       |
| ECON 101—Introduction to Current Economic Problems<br>OR   |         |
| ECON 121—Principles of Economics I .....   | 3       |
| *Mathematics .....   | 3       |



4. Complete 9 credits from the following categories or any other approved Business classes.

#### A. Business Management Classes:

|  |   |
|--|---|
| BA 123—Income Tax for Individuals .....  | 1 |
| BA 155—Personal Investments .....        | 3 |
| BA 256—Budget Planning and Control ..... | 3 |
| BA 243—Principles of Marketing .....     | 3 |
| BA 280—Principles of Management .....    | 3 |

#### B. Real Estate Classes:

|  |   |
|--|---|
| 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 |

#### C. Accounting Classes:

|  |    |
|--|----|
| ACCT 201—Principles of Financial Accounting .....    | 4  |
| ACCT 202—Principles of Managerial Accounting .....   | 3  |
| 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.

## Small Business Management Certificate

(Pending Board of Regents approval)

The Small Business Management Certificate is a one-year program designed to:

- (1) Enable the student to explore business career options
- (2) Give entry-level job skills and/or upgrade skills for employment advancement
- (3) Serve as the first year of training toward the two-year Associate of Applied Science in Business Administration.

| Certificate Requirements                             | Credits |
|--|---------|
| 1. Accounting .....                                  | 6       |
| ACCT 051-052—Introduction to Accounting OR           |         |
| ACCT 201—Principles of Financial Accounting AND      |         |
| ACCT 202—Principles of Managerial Accounting         |         |
| 2. Business Administration .....                     | 9       |
| BA 166—Small Business Management                     |         |
| BA 231—Fundamentals of Supervision                   |         |
| OO 231—Business Communications (prerequisite: one of |         |
| communications courses listed below)                 |         |
| 3. Communications .....                              | 3       |
| ENG 067 (if recommended by placement test) OR        |         |
| ENG 111 (if recommended by placement test) OR        |         |
| OO 131—Business English (instead of ENG 111)         |         |
| 4. Selected Courses from the Following Areas .....   | 6       |
| Computer Information Systems (CIS)                   |         |
| Business Administration (BA)                         |         |
| Accounting (ACCT)                                    |         |
| Office Occupations (OO)                              |         |
| Economics (ECON)                                     |         |
| 5. Additional Courses .....                          | 6       |
| Selected with approval of advisor from any area      |         |
| Total .....  | 30      |

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.



## Engineering Design Drafting

(Pending Board of Regents approval)

This program provides entry level skills, advanced technical skills, and continuing education in the specialized field of Engineering Design Drafting. Students are trained to become skilled specialists in design drafting. Degree graduates and certificate students are usually employed as design drafters or in various engineering technical positions.

The students will understand the basic elements of mechanical, civil, structural, piping and vessel drafting and learn to apply basic mathematics to design problems and to produce drawings that are professional in content and appearance.

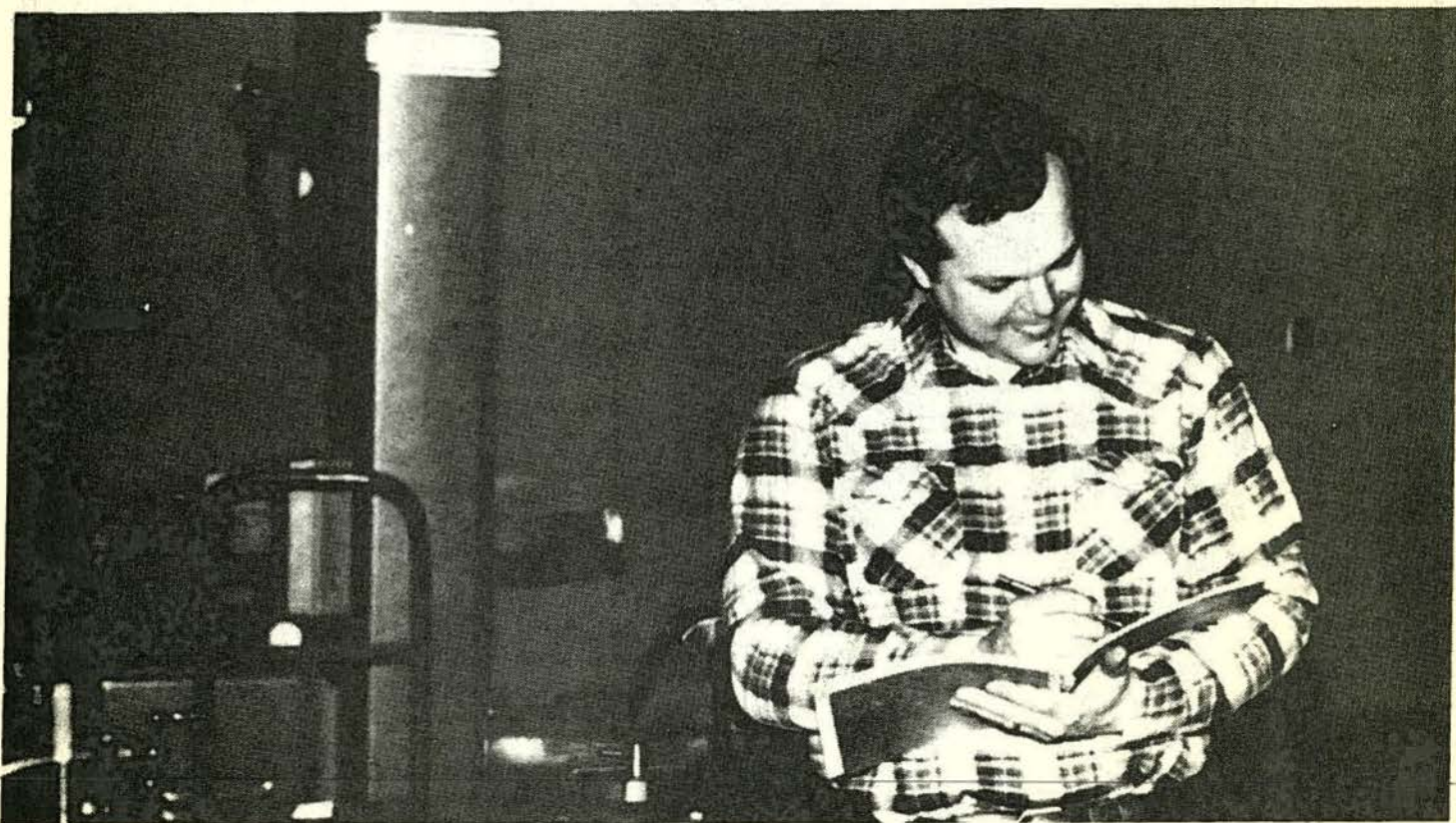
Courses are designed to provide a technical understanding of the oil and gas industry and its operation. Individuals already employed in the industry take these courses for advancement. Although the program emphasizes the oil and gas process within the state of Alaska, students can ideally transfer this operation to other process industries (i.e., chemical) in other sections of the lower 48 states. The program requires an understanding of applicable codes which are required by law and used in the industry.

This Associate of Applied Science Degree usually requires 4 to 5 semesters to complete. The department also helps students prepare for the Associate Technician Qualifying Examination offered by the Institute for the Certification of Engineering Technicians.

## Associate of Applied Science

| Degree Requirements   | Credits |
|---|---------|
| 1. Communication  |         |
| Written Composition<br>(ENG 111 and 212 or 213 required) .....    | 6       |
| Oral Communication .....  | 3       |
| 2. General Requirements Required                                  |         |
| MATH 105 Intermediate Algebra or                                  |         |
| MATH 107 College Algebra .....                                    | 3       |
| MATH 108 Trigonometry .....                                       | 3       |
| PHYS 103/104 College Physics I and II or                          |         |
| PHS 103/104 Physical Science I and II .....                       | 8       |
| 3. Major Specialty  |         |
| EDD 171 Fundamentals of Engineering Design<br>Drafting .....      | 6       |
| EDD 172 Civil, Structural, Topographical Design<br>Drafting ..... | 6       |
| EDD 272 Piping Design I .....                                     | 6       |
| EDD 273 Piping Design II .....                                    | 6       |
| EDD 288 Computer Assisted Drafting .....                          | 4       |
| PETR 120 Instrumentation I .....                                  | 3       |
| 4. Select Six (6) Credits from the following:                     |         |
| PETR 140 Process Instrumentation II .....                         | 3       |
| PETR 160 Process Instrumentation III .....                        | 3       |
| CIS 105 FORTRAN .....   | 3       |
| CHEM 105 General Chemistry .....                                  | 4       |
| PETR 151 Electricity for the Petroleum Industry .....             | 3       |
| PETR 131 Chemical Plant Operations .....                          | 3       |
| 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.





## Forestry Technology

The Forestry Program is a two-year program primarily designed to train students to work in Alaska's forests at the technical level. With proper course selection, however, a student may use the A.A.S. as a steppingstone to a B.S. in Forestry.

This program will equip the graduate for work with federal or state forestry agencies or with the forest-owning Native corporations, or forest industry. The pre-professional curriculum should include more mathematics and science than are specified for the Technician study. Some of the Forest Technician courses will help in obtaining summer jobs and add to the student's professional background. However, only some of them are accepted for transfer credits to a professional forestry school.

The program is presently offered at the Alaska Vocational Technical Center in Seward.

## Associate of Applied Science Degree

| Degree Requirements:                 | Credits |
|--------------------------------------|---------|
| 1. Communications                    |         |
| Written Composition .....            | 6       |
| Oral Communications .....            | 3       |
| 2. General Degree Requirements ..... | 7       |
| BIOL 105 Fund. of Biology (4 cr.)    |         |
| Any other natural science (3 cr.)    |         |

|   |    |
|---|----|
| 3. Major Specialty - Required Courses             |    |
| FS 115—Wildland Fire Management .....             | 3  |
| SVTC 130—Land Surveying and Mapping .....         | 3  |
| FORT 105—Introduction to Forestry .....           | 3  |
| FORT 199—Forest Practicum .....                   | 3  |
| FORT 120—Forest Ecology and Dendrology .....      | 3  |
| FORT 125—Forest Regeneration .....                | 2  |
| FORT 130—Forest Entomology and Pathology .....    | 3  |
| FORT 215—Forest Growth and Silviculture .....     | 2  |
| FORT 205—Cruising and Scaling .....               | 3  |
| FORT 220—Wildlife Management .....                | 3  |
| FORT 225—Forest Recreation .....                  | 3  |
| BA 285—Supervision and Management by Objectives . | 3  |
| FORT 230—Remote Sensing .....                     | 3  |
| FORT 235—Timber Harvesting and Sale               |    |
| Administration .....                              | 2  |
| 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 Electronics

This program is designed to prepare students 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  | Credit |
|--|--------|
| 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 Semi-conductors .....                   | 3      |
| ET 125—Principles of Logic and Gating .....                    | 3      |
| ET 126—Theory and Application of Solid State Electronics ..... | 3      |
| ET 207—Rotating Machinery .....                                | 3      |
| ET 210—Communications 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.





## 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-credit degree in two years. A fifth semester of course work may be necessary.

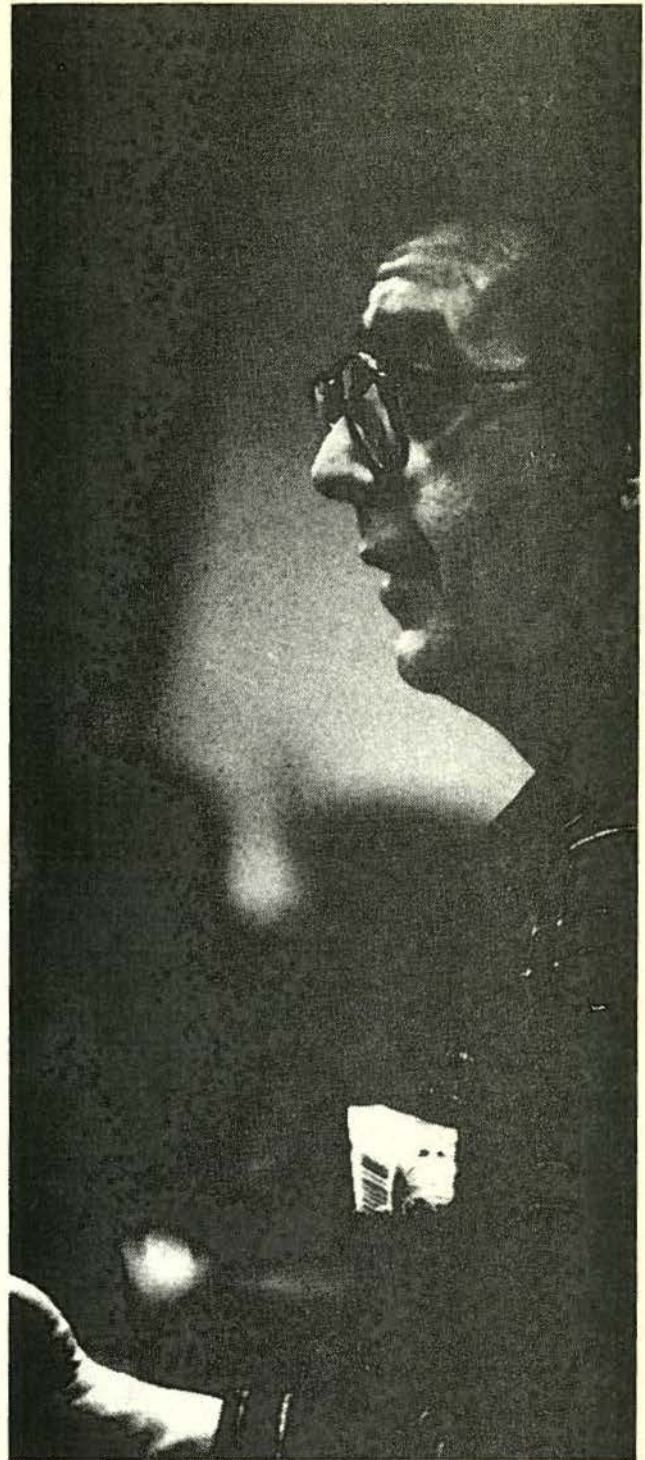
Completion of the Industrial Process Instrumentation degree may lead to employment as an instrument technician. The instrument technician is responsible for the repair, maintenance, adjustment, and calibration of the automatic controls used by the operators to control the processes in refineries, chemical plants, pipelines, and production facilities. Instrument technicians may also work in fields such as refrigeration, power generation facilities, canneries, shipyards, or any industry where automatic control is used.

## 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—Fundamentals of Oil Field Mechanics . . . . .            | 3         |
| PETR 270—Introduction to Oil Field Mechanical Equipment . . . . . | 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         |
| <b>Total . . . . .</b>  | <b>68</b> |

\*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.







### Office Occupations Certificate

The Certificate in Office Occupations is a one-year program designed to:

- (1) to give entry-level job skills to students with little or no previous training
- (2) to upgrade the job skills of students with previous training and/or job experience
- (3) to serve as the first year of training for students wishing to work toward the two-year Associate of Applied Science degree.

### Office Occupations

The Associate of Applied Science in Office Occupations is a two-year program which emphasizes preparation for entry-level employment and/or upgrading for job promotion. Students spend the first year gaining job skills and the second year adding to and refining those skills.

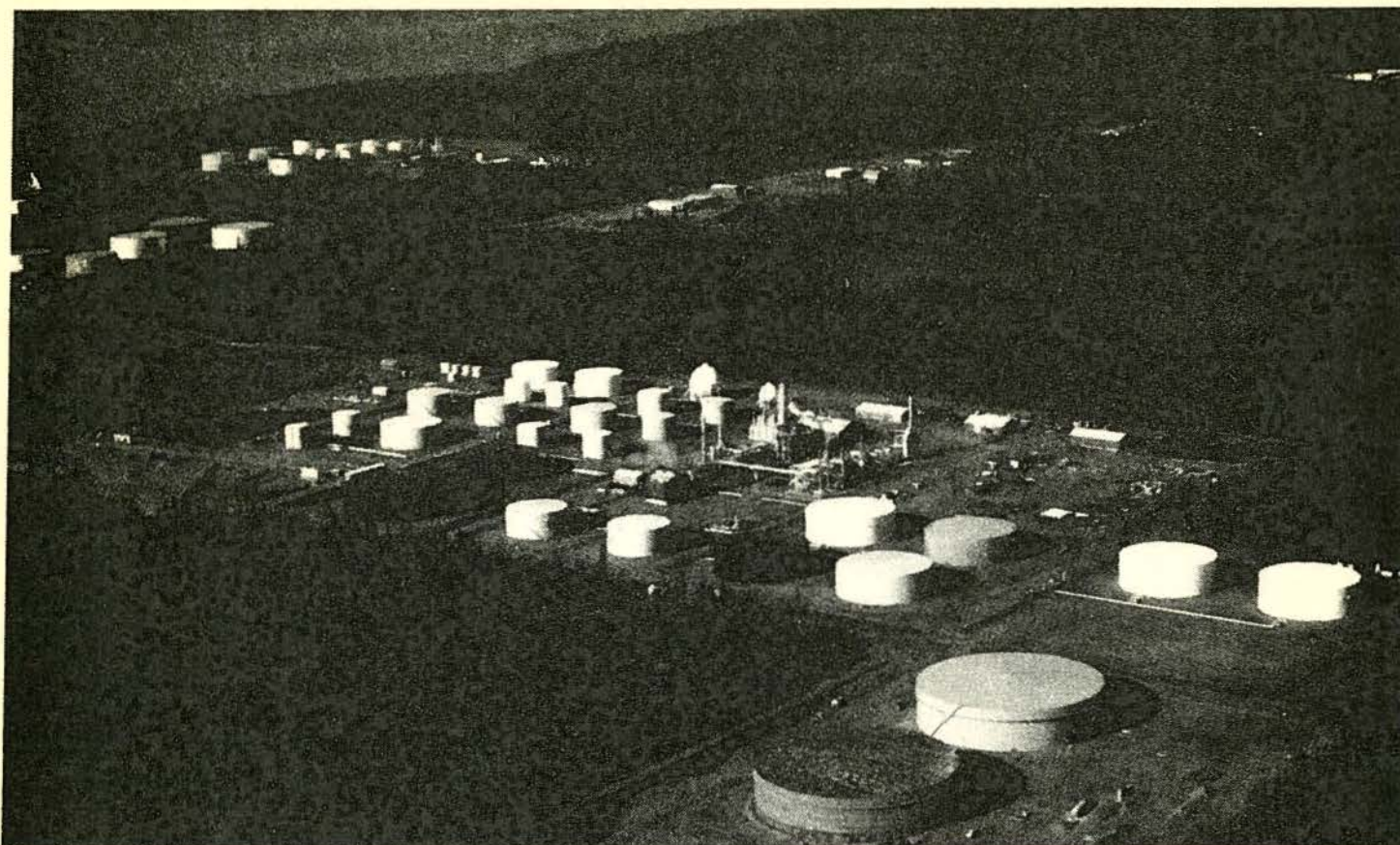
| Degree Requirements   | Credits |
|---|---------|
| 1. Communications   |         |
| Written Composition (may include OO 231) .....  | 6       |
| Oral Communications .....   | 3       |
| 2. General Requirements   |         |
| Psychology (PSY 153 recommended) .....  | 3       |
| Select 3 credits from the following .....   | 3       |
| Humanities  |         |
| Math  |         |
| Social Sciences (Economics recommended)   |         |
| 3. Major Specialty  |         |
| OO 106—Advanced Typewriting .....   | 3       |
| OO 208—Word Processing .....  | 3       |
| OO 231—Business Communications (if not used as part of Composition requirement) ..... | 3       |
| OO 210—Office Procedures .....  | 3       |
| ACCT 051-052—Introduction to Accounting OR  |         |
| ACCT 201-201—Principles of Financial Accounting AND                                   |         |
| Managerial Accounting .....   | 6       |
| Computers (and CIS course) .....  | 1-3     |
| Other Approved Office Occupations classes to total ..                                 | 30      |
| 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.

| Requirements   | Credits |
|--|---------|
| 1. Accounting OR Shorthand .....   | 6-8     |
| Select two classes in Accounting or two classes in Speedwriting or Shorthand:                  |         |
| ACCT 051-052—Introduction to Accounting  |         |
| ACCT 201—Principles of Financial Accounting  |         |
| ACCT 202—Principles of Managerial Accounting   |         |
| OO 101-102—Beginning/Intermediate Shorthand  |         |
| OO 174—Speedwriting  |         |
| OO 202—Dictation and Transcription   |         |
| OO 220—Refresher Gregg Shorthand   |         |
| 2. Office Procedures .....   | 6       |
| OO 110-210—Office Procedures   |         |
| 3. Communications .....  | 6       |
| Take the English placement test in the Learning Skills Center before selecting courses:        |         |
| ENG 067 OR ENG 111 (as recommended by placement test) OR                                       |         |
| OO 131—Business English (instead of ENG 111)   |         |
| OO 231—Business Communications (the prerequisite for this REQUIRED class is ENG 111 or OO 131) |         |
| 4. Typing/Word Processing .....  | 6-8     |
| OO 103—Elementary Typewriting  |         |
| OO 104—Typing Skillbuilding (1 credit)   |         |
| OO 105—Intermediate Typewriting  |         |
| OO 106—Advanced Typewriting  |         |
| OO 129—Memory Typewriter Operations (1 credit)   |         |
| OO 208—Word Processing   |         |
| 5. Selected Courses from the Following .....   | 3-6     |
| OO 203—Calculating Machines  |         |
| OO 207—Machine Transcription   |         |
| Computer Information Systems (any CIS)   |         |
| Business Administration (any BA)   |         |
| Office Occupations (any OO)  |         |
| Total .....  | 30      |

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 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. Communication   |         |
| Written Composition .....  | 6       |
| Oral Communications .....  | 3       |
| 2. General Requirements Required   |         |
| MATH 200—Calculus I .....  | 4       |
| MATH 201—Calculus II .....   | 4       |
| 3. Major Specialty   |         |
| CHEM 105/106—General Chemistry I and II OR   |         |
| GEOL 111—Physical Geology AND  |         |
| GEOL 112—Historical Geology .....  | 8       |
| PETR 277—Petroleum Reservoir Engineering I .....   | 3       |
| PHYS 103/104—College Physics I and II .....  | 8       |
| Complete additional 24 credits in Petroleum classes to include one semester of electricity/electronics and one semester of instrumentation. Programs of study must be approved by your faculty advisor and Dean of Academic Affairs. |         |
| 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.





## 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 should have a good math and technical background for entry into this program. Students considering this degree should consult a petroleum advisor.

## Associate of Applied Science

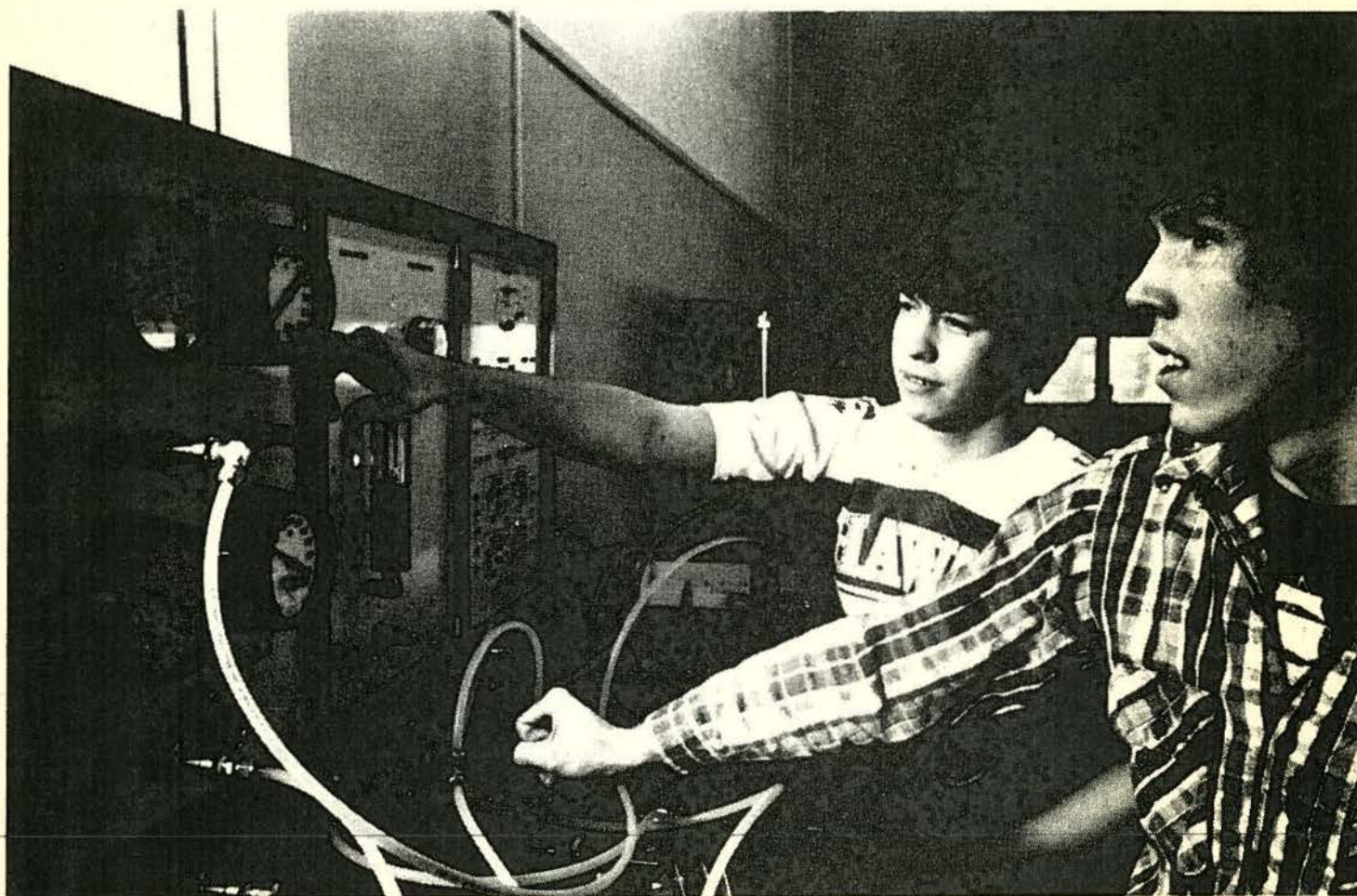
| Degree Requirements                                     | Credits |
|---|---------|
| 1. Communication  |         |
| Written Composition (ENGL 101 or above only) . . . . .  | 6       |
| Oral Communication . . . . .                            | 3       |
| 2. General Requirements                                 |         |
| Mathematics (minimum MATH 055 and MATH 105) . . . . .   | 6       |
| Natural Sciences (excluding BIOL, ANTH, ENER) . . . . . | 8       |
| 3. Major Specialty                                      |         |
| PETR 105 Petroleum Science I . . . . .                  | 3       |
| PETR 106 Petroleum Science II . . . . .                 | 3       |
| PETR 120 Instrumentation I . . . . .                    | 3       |
| PETR 140 Instrumentation II . . . . .                   | 3       |
| PETR 220 Surface Oilfield Equipment I . . . . .         | 3       |
| PETR 252 Mechanical Equipment I . . . . .               | 3       |
| PETR 131 Production Plant Operations or                 |         |
| PETR 250 Practical Distillation . . . . .               | 3       |

|   |     |
|---|-----|
| 4. Select nine (9) credits from the following:                    |     |
| PETR 150 Mechanical Drafting for the Petroleum Industry . . . . . | 3   |
| PETR 151 Electricity for the Petroleum Industry or                |     |
| ET 101 Basic Electronics . . . . .                                | 3   |
| PETR 160 Instrumentation III . . . . .                            | 3   |
| PETR 180 Instrumentation IV . . . . .                             | 3   |
| PETR 192 Petroleum Affairs Seminar . . . . .                      | 1-3 |
| PETR 221 Surface Oilfield Equipment II . . . . .                  | 3   |
| PETR 244 Logging/Log Analysis . . . . .                           | 3   |
| PETR 245 Basic Electricity for the Petroleum Industry or          |     |
| ET 121 Introduction to Semiconductors . . . . .                   | 3   |
| ET 206 Electronic Industrial Instrumentation . . . . .            | 3   |
| PETR 260 Petroleum Lab Standards . . . . .                        | 3   |
| PETR 270 Mechanical Equipment II . . . . .                        | 3   |
| PETR 277 Petroleum Reservoir Engineering I . . . . .              | 3   |
| PETR 282 Production Engineering . . . . .                         | 3   |
| 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. |         |

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.





# Associate of Arts Degree Evaluation Worksheet

Student Name: \_\_\_\_\_

NOTE: Complete a minimum of 60 semester credits at the 100 level or above including at least 20 at the 200 level.

**DEGREE REQUIREMENTS:**

1. Written Composition  
(6 cr. required)

Credits  
per  
ClassCredits  
CompletedCredits  
in  
ProgressCredits  
NeededOffice  
Use  
ONLY

2. Oral Communications  
(3 cr. required)

3. Math/Natural Science  
(9 cr. required)

4. Humanities  
(9 cr. required)

5. Social Science  
(9 cr. required)

6. Applied Studies  
(9 cr. required)  
One class in Computer Information Systems required.

7. Electives to total 60



— 2 —

## Associate of Arts Degree Evaluation Worksheet

I certify that \_\_\_\_\_ will meet all minimum graduation requirements upon completion of the following courses.

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Signature of Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: The student must submit a copy of all transcripts to complete this evaluation.



# Associate of Applied Science Degree Evaluation Worksheet

Student Name: \_\_\_\_\_

NOTE: Complete a minimum of 60 semester credits at the 100 level or above including at least 20 at the 200 level.

## DEGREE REQUIREMENTS:

1. Written Composition  
(6 cr. required)

Credits  
per  
Class

Credits  
Completed

Credits  
in  
Progress

Credits  
Needed

Office  
Use  
ONLY

Oral Communications  
(3 cr. required)

2. General Requirements

Complete six credits from any of the following areas: Humanities, Social Science, Mathematics, Natural Sciences

3. Major Specialty

See individual Degree for specific requirements (30 hours minimum)

4. Electives to total 60



- 2 -

## Associate of Applied Science Degree Worksheet

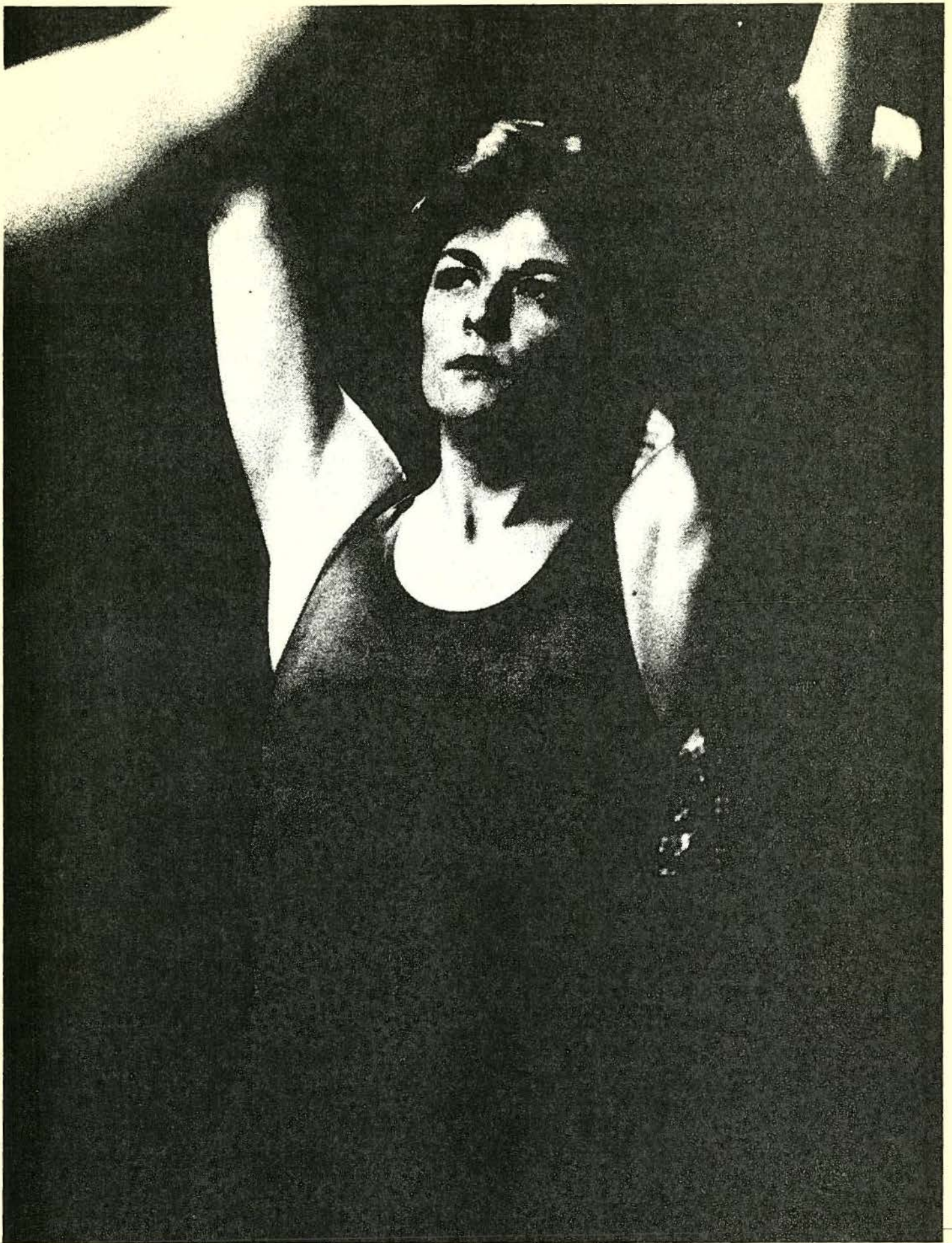
I certify that \_\_\_\_\_ will meet all minimum graduation requirements upon completion of the following courses.

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Signature of Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: The student must submit a copy of all transcripts to complete this evaluation.







# 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 Kenai Peninsula Community College
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.

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. The additional 12 credits must be in the major specialty. 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, 101, 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 |
|---|---------|
| Complete a minimum of 60 semester credits at the 100 level or above including at least 20 at the 200 level. |         |
| 1. Communications   |         |
| Written Composition .....   | 6       |
| Oral Communications .....   | 3       |
| 2. Complete 9 credits in each of the following areas:   |         |
| Mathematics/Natural Science .....   | 9       |
| Humanities .....  | 9       |
| Social Science .....  | 9       |
| Applied Science .....   | 9       |
| 3. Electives .....  | 15      |
| 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 August, December and May.

All students who complete degree requirements during the academic year are invited to participate in the annual Commencement Exercises which follow 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 Support Services.

## 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 of Arts degrees who have transferred from other institutions must have completed a minimum of 24 credit hours 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. A student's class standing is determined by his/her total academic history.

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

# 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).



# 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
- Linguistics
- 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

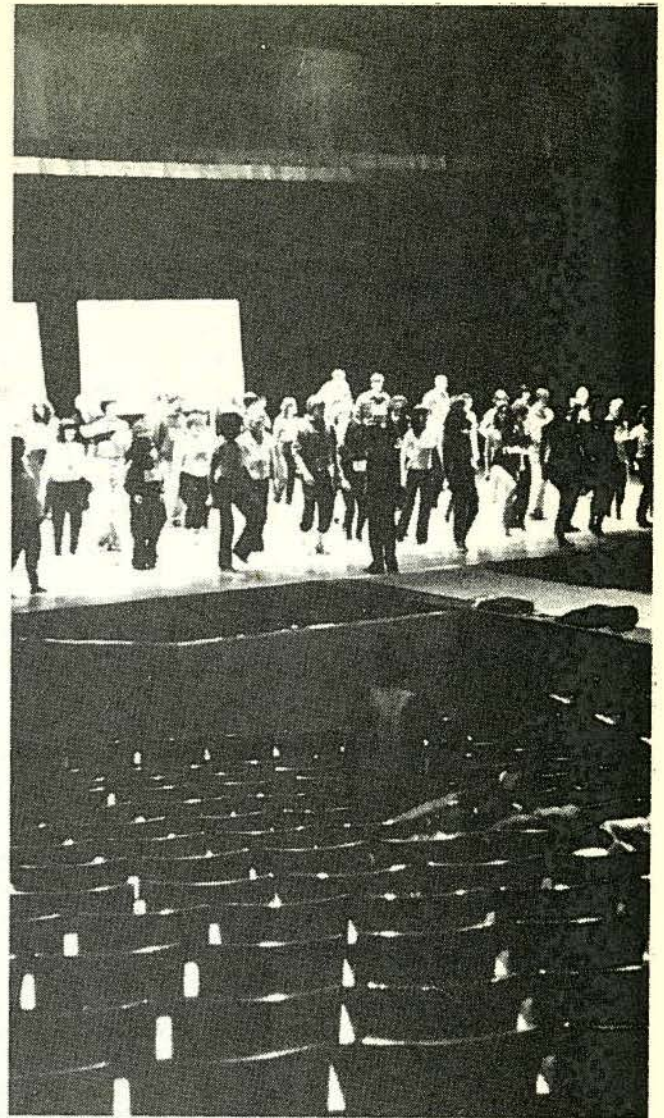
## Social Sciences

- Anthropology
- Behavioral Science
- Economics
- Geography (excluding 201, 209)
- History\*
- Psychology
- Sociology
- Political Science

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

## Applied Studies

- Accounting
- Business Administration
- Computer Information Systems
- Early Childhood Development
- Education
- Fisheries
- Home Economics
- Law Science
- Police Administration
- Office Occupations/Secretarial Science
- Physical Education
- Trade and Technology
- Military Science
- Other





# Course Descriptions

## Accounting (ACCT)

ACCT 051-052 are offered each year; ACCT 201-202 and ACCT 210 are offered at least once every two years; other ACCT courses may be offered less frequently.

### ACCT 051 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. This 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 052 Introduction to Accounting II (3+0) 3 Credits

Continuation of ACCT 051. 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 students enrolled. Prerequisite: ACCT 051.

### ACCT 201 Principles of Financial Accounting (4+0) 4 Credits

Introduction to accounting concepts and principles. Preparation and analysis of financial reports as they relate to a sole proprietorship and corporation.

### ACCT 202 Principles of Management Accounting (3+0) 3 Credits

Treats the following topics at a principles level: analysis and use of financial statements; costs behavior as it relates to break-even analysis and decision costs; basic elements of cost accounting and control, budgeting, and cash flow planning.

### ACCT 210 Income Tax (3+0) 3 Credits

A study of 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 201.

### ACCT 210B Income Tax Lab (0+2) 1 Credit

This is an optional lab class for students enrolled in ACCT 210.

### 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 202.

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

A continuation of ACCT 230. Emphasis is on 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 202, 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 manager. Prerequisite: ACCT 202, 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 202, or permission of instructor.

## Adult Basic Education (ABE)

### ABE 049

### Non-Credit

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.



## Anthropology (ANTH)

### 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 202 Cultural Anthropology (3+0) 3 Credits

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

### ANTH 205 Biological Anthropology (3+0) 3 Credits

Introductory course in behavior, genetics, classifications, and evolution of humans and other primates. Distribution, morphological, and physiological adaptations of human populations.





## Art (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, and 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, and visual perception. Principles of composition, organization, and structure. Emphasis is on two-dimensional design.

**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: ART 101/102 or permission of 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 art as a multiple medium. Relief, woodcut, linocut, intaglio, etching, drypoint, engraving, collagraph, paper lithograph, and planograph processes will be explored.

**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. Prerequisites: ART 106 and ART 227 or permission of instructor.

**ART 219** 3 Credits  
**ART 220 Life Drawing and Composition (1 + 4)** 3 Credits  
 Problems in drawing form life, exploring possibilities in pictorial design and composition. Emphasis on form in space using charcoal, pen, brush, and various other media. Prerequisite: ART 106 or permission of instructor.

**ART 221 Introductory Photography (2 + 3)** 3 Credits  
 This course is oriented for the student interested in acquiring competence in the handling of photographic equipment, in the zone system of black and white, negative exposure, 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 instructor.

**ART 223 Watercolor Painting and Composition (1 + 4)** 3 Credits  
 Development of individual approach to watercolor media. Prerequisite: ART 107-108 or permission of 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.

**ART 280 Arts and Crafts for Elementary Teachers (1 + 4)** 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 arranged on an individual basis with instructor.

## Aviation Technology (A T)

**A T 100 Private Pilot Ground School (4 + 0)** 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.

**A T 200 Advanced Aviation Ground School (4 + 0)** 4 Credits  
 Preparation for the Federal Aviation Administration Instrument Pilot written examination. An introduction to and overview of advanced or commercial and professional aviation.

## Biology (BIOL)

**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. Students will spend 3 hours per week in the laboratory.



**BIOL 106 Fundamentals of Biology II (3+3) 4 Credits**  
Phylogeny of plants and animals; animal physiology; ecology and evolution. Students will spend 3 hours per week in the laboratory.

**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. Students will spend 3 hours per week in the laboratory.

**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. Students will spend 3 hours per week in the laboratory.

**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.

## **-Business Administration (B A)**

B A 166 and 231 are offered each year; most classes will be offered at least once every two years. B A 151, 206, 221, 256, and 280 may be offered less frequently.

**B A 101 Real Estate Principles and Practices (3+0) 3 Credits**  
Fundamental course in real estate. Property rights, ownership, financing, brokerage, planning, investing, home buying and selling are included.

**B A 105 Principles of Bank Operation (3+0) 3 Credits**  
This overview course presents the fundamentals of bank functions in a descriptive fashion for the beginning banker.

**B A 123 Income Tax for the Individual (Seminar) (1+0) 1 Credit**  
Prepares the individual to document, record, and prepare the IRS Form 1040 and 1040A. Familiarizes the student with his/her filing status, withholding allowance, exemptions, computation of Adjusted Gross Income, Taxable Income, and tax payments/credits/refunds.

**B A 151 Introduction to Business (3+0) 3 Credits**  
Business organization and nature of major business functions, such as management, finance, accounting, marketing, personnel administration. Covers opportunities and requirements for professional business careers.

**B A 155 Personal Investments (3+0) 3 Credits**  
An in-depth course on investment of personal income with emphasis on investments, including stocks, bonds, mutual funds, banking, annuities, insurance, and real estate, estate planning and taxes.

**B A 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.

**B A 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.

**B A 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.

**B A 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.

**B A 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.

**B A 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.)

**B A 231 Fundamentals of Supervision (3+0) 3 Credits**  
A basic course in supervising people at work to accomplish organizational goals. Topics include: individual motivation, work group behavior, conflict and cooperation, arts of leadership, staffing with human resources, giving orders and instructions, appraisal of employee performance, and job analysis.

**B A 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.

**B A 243 Principles of Marketing (3+0) 3 Credits**  
Role of marketing in society and economy with the business firm as a marketing system. The total product/package, pricing, distribution and promotional policies. Prerequisite: B A 151, B A 166, or permission of instructor.

**B A 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 201, B A 151, B A 166, or permission of instructor.

**B A 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: B A 151, B A 166, or 243.

**B A 285 Supervision and Management by Objectives (3+0) 3 Credits**  
Course will cover small group leadership and management so the student can function effectively as a foreman, fire crew boss, or unit supervisor. Emphasis will be on goal accomplishment including identification of goals, planning and evaluation. Offered through the Alaska Vocational Technical Center in Seward.

## **Chemistry (CHEM)**

**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, and high school algebra (or Math 055), or permission of instructor. Students are required to spend 3 hours per week in the laboratory.

**CHEM 106 General Chemistry II (3+3) 4 Credits**  
Continuation of CHEM 105. Includes nuclear chemistry, thermochemistry, electro-chemistry, chemistry of selected elements and organic chemistry. Prerequisite: CHEM 105 or equivalent. Students are required to spend 3 hours per week in the laboratory.





## Computer Information Systems (CIS)

### CIS 101 Introduction to Data Processing I with BASIC (3+0) 3 Credits

An introductory course in computer concepts and BASIC programming designed to prepare the student to utilize a portion of the computer resources available. Topics include machine organization, program logic, flowcharting, programming in the BASIC language, TSS, and TSS library programs. Actual hands-on experience with the computer is obtained by designing, building, and executing simple BASIC programs.

### CIS 103 Introduction to Data Processing II with BASIC (3+0) 3 Credits

A detailed examination of the major software systems available on most computers. The student will complete projects using these software systems. The students will expand their use of the BASIC language. Prerequisite: CIS 101.

### CIS 105 FORTRAN Programming (3+0) 3 Credits

Training and practice in writing and running programs in the FORTRAN language. Emphasis on problem solving, analysis, flow charting, debugging, and documentation. Prerequisite: MATH 105 or permission of instructor.

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

The introduction of problem analysis and algorithm construction as applied to computer programming. A brief introduction of hardware, software, and numbering systems is presented. The students will prepare example programs in BASIC and FORTRAN.

### CIS 109 Computer Programming II (3+0) 3 Credits

Data structures, file organization, and file processing are presented. Structured programming techniques and diagrams will be introduced. The student will prepare example programs in BASIC and/or FORTRAN. Prerequisite: CIS 107.

### CIS 190 Microcomputers (1+0) 1 to 3 Credits

Basic introduction to computers, including vocabulary, literature, impact on society, hardware, software, etc. Hands-on use of the microcomputers, including the DOS and printer. Writing programs in BASIC for microcomputers, including techniques of problem analysis, flowcharting, and program testing and debugging. This course is offered in three one-credit modules: a) Computers; A BASIC Introduction; b) Personal Computing with Micros; and, c) Microcomputers: Advanced Techniques.

### CIS 201 COBOL (3+0) 3 Credits

An introduction to the basic elements and techniques of the COBOL computer programming language using structured programming methods. The student will design, write, compile, test, debug, and document structured COBOL programs. Prerequisite: CIS 101, CIS 103, CIS 107 or CIS 109.

## Dance (DNCE)

### DNCE 107 Introduction to Dance (0+4) 2 Credits

Offers the beginning student with or without prior dance experience an introduction to modern, ethnic, and jazz dance styles. For men and women.

### DNCE 103 Beginning Modern Dance (0+4) 2 Credits

Modern Dance will stress placement and strengthening of the body. A variety of styles will be used. This form of dance is more precise and often less stylized than jazz. For men and women.

### DNCE 105 Beginning Jazz Dance (0+4) 2 Credits

Various styles will be explored, including theater jazz dance, contemporary jazz (influenced by punk and disco), as well as smooth, balletic jazz. For men and women.

### DNCE 204 Intermediate Modern Dance (0+4) 2 Credits

Designed to improve techniques, alignment, and strength combining modern and ballet movement. Prerequisite: DNCE 103 or permission of instructor.

### DNCE 205 Advanced Jazz Dance (0+4) 2 Credits

Designed to explore various theater dance styles based on music from Broadway and movies. Prerequisite: DNCE 206 or permission of instructor.

### DNCE 206 Intermediate Jazz Dance (0+4) 2 Credits

Continuation of DNCE 105. Prerequisite: DNCE 105 or permission of the instructor.

### DNCE 207 Advanced Modern Dance (0+4) 2 Credits

Continuation of DNCE 204. Prerequisite: DNCE 204 or permission of instructor.

## Economics (ECON)

ECON 121 will be offered at least once every two years; ECON 101 may be offered less frequently.

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

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.

### 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 capitalistic 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. Prerequisite: ECON 121.

## Education (ED)

### 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 212 Human Development and Learning (3+0) 3 Credits

The interrelated principles of human growth, development, adjustment and learning. This course is designed primarily for students preparing for a career in teaching, but is open to parents, counselors, community workers and others interested in human development and learning.



**ED 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.

## Electronics Technology (E T)

All pre-100 level courses are offered in the Learning Skills Center on an open-entry/open-exit basis at a self-paced rate for a Pass/Fail grade. These classes may not be used to fulfill all degree requirements. They provide an opportunity to work individually with the instructor. A placement test is required for all incoming students.

**E T 050A Using Basic Electronics: Theories and Laws 3 Credits**  
Student demonstrates knowledge of theories and laws necessary to understand basic electronics. Includes a review of basic arithmetic, power of 10, engineering prefixes, exponents and radicals, basic mathematical operations on numbers in scientific notation, DC theory, atomic theory, energy sources, resistivity conductors and insulators, resistors and resistance, Ohm's Law, and Watt's Law.

**E T 050B Identifying Electronic Components and Circuit Configurations 3 Credits**  
Student demonstrates knowledge of electronic components and circuit configurations from schematic diagrams and pictorials.

**E T 050C Application of Basic Electronic Theories and Laws 3 Credits**  
Student demonstrates knowledge of application of basic electronics theories and laws to calculate circuit characteristics.

**E T 101 Basic Electronics: DC Physics (3+1) 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.

**E T 102 Basic Electronics: AC Physics (3+1) 4 Credits**  
Principles of alternating current, vectors, phase relationships, inductive and capacitive reactance and impedance. AC circuit analysis, series and parallel resonant circuits, transformers, and network analysis. Prerequisite: E T 101.

**E T 121 Introduction to Semiconductors (3+0) 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. Prerequisite: E T 101.

**E T 125 Principles of Logic and Gating (3+0) 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.

**E T 126 Theory and Application of Solid State Electronics (3+0) 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. Prerequisite: E T 121.

**E T 131 Fundamentals of Electricity (3+0) 3 Credits**  
Introduction to principles of electrical circuits and systems. Course to provide technical knowledge of circuit fundamentals for both direct and alternating course. Some emphasis on motors, generators and other practical aspects.

**E T 200 Residential and Commercial Wiring (3+0) 3 Credits**  
Blueprint reading, layout, and techniques of wiring practices for heating, control, alarm and signaling systems.

**E T 206 Electronic Industrial Instrumentation (1+4) 3 Credits**  
Installation, maintenance and repair of industrial electronic process control instrumentation. Practical experience in troubleshooting, calibration and alignment.

**E T 207 Rotating Machinery I (3+0) 3 Credits**  
Theory of operation of D.C. motors and generators, A.C. single-phase motors and generators, A.C. poly-phase motors. Course includes operating characteristics of the devices stressing application. Prerequisite: E T 102.

**E T 210 Communication Techniques (3+0) 3 Credits**  
Basic communication theory as applied to AM, FM and SSB receivers and transmitters including television. Practical experience in repair and alignment of communication devices. Prerequisite: E T 121.

**E T 224 Industrial Electronic Maintenance (3+0) 3 Credits**  
Practical experience in repair and maintenance of industrial instrumentation units. To include electronic, pneumatic and electropneumatic equipment. Prerequisite: E T 126.

**E T 230 Application of Integrated Circuits (3+0) 3 Credits**  
Coverage includes characteristics and interfacing information on DTC, TTL and CMOS devices with emphasis on MSI and LSI chips. Microprocessor interfacing conversion will be covered. Prerequisite: E T 125.

**E T 240 Electronic Project (0+3) 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: Instructor permission.

## Emergency Medical Training (EMT)

**EMT 119 Emergency Medical Techniques I (4+0) 4 Credits**  
Based on 81 hour national outline.

**EMT 120 Emergency Medical Techniques I Practicum (2+0) 2 Credits**  
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.

**EMT 123 Emergency Medical Techniques III**

## Energy Resource Technology (ENER)

**ENER 105 Energy Measurement and Economics (3+0) 3 Credits**  
Survey of energy measurement units and techniques. Measurement of energy, influx, usage, heat loss and heat flow. Treats mechanical, electrical, nuclear, and hydraulic equivalents including non-conservative effects and calculations.

**ENER 106 Conversion Processes (3+0) 3 Credits**  
Mechanisms and processes by which the form of energy may be altered to suit the application. Covers heat engines, convection, radiation, solar conversion to electricity, magnet-hydrodynamics, direct conversion and suitability of energy forms for stationary and mobile applications.

**ENER 110 Properties of Energy (3+0) 3 Credits**  
Study of current reserves of contemporary fossil fuels projected against demand and accessibility. Survey of estimatable potential for renewable energy resources and potential for large- and small-scale exploitation. Covers coal, oil, gas, wood, biomass, biogas, solar, wind, hydroelectric, nuclear fission, fusion and geothermal.

**ENER 210 Alternative Sources I (3+0) 3 Credits**  
Mechanical energy systems, wind, solar, tidal, hydro, steam, geothermal. Practical small scale technology useable to adapt local resources to homestead-sized energy needs. Includes estimation of resource, mechanics of construction, conversion process, storage, and scaling-up calculations.



**ENER 220 Alternative Sources II (3+0) 3 Credits**

Biological sources of energy. Biomass, biogas plants, wood heating stoves, alcohol fermentation, cellulose conversion of cellulose to glucose, pyrolysis, construction techniques and safety.

**ENER 230 Methods of Energy Conservation (3+0) 3 Credits**

Study of methods of reducing energy usage by both increased efficiency and decreased demand. Covers insulation, burner efficiency, automobile efficiency, process energy conservation and application of alternative sources.

**ENER 240 Coal Production and Utilization (3+0) 3 Credits**

Methods of coal extraction. Deep mining, drift mining, strip mining, augering, in-situ combustion, solvent extraction, producer gas, in-situ production of producer gas, coal gasification, disposal of spoil and waste and reclamation.

**ENER 260 Government Regulation (3+0) 3 Credits**

Survey of existing governmental energy-related regulation. Governing by regulation, related environmental and economic regulations, and regulation strategies.

**ENER 280 Nuclear Fission and Fusion (3+0) 3 Credits**

Introduction to nuclear technology. Survey of existing plants, operation records, fuel supplies, and processing safety considerations and economics. Fusion research, fusion fuel supplies and processing. Use of hydrogen as a long-term fuel substitute.

**ENER 290 Energy Storage (3+0) 3 Credits**

A study of energy storage strategies and peak-shaving techniques. Energy density in storage systems. Selected approaches to storing thermal, electrical, chemical and mechanical energies.

**Engineering Design Drafting (EDD)****EDD 100 Instrument Design Drafting for the Process Industry (3+0) 3 Credits**

This is the first course for instrument design drafting. The course covers mechanical and process piping drafting. The main emphasis is on process flow diagrams and instrument symbols. Some time will be spent on vessels and piping systems. Prerequisite: Permission of instructor.

**EDD 171 Fundamentals of Engineering Design Drafting (6+2) 7 Credits**

This is the first of the series of drafting courses required for an Associate of Applied Science Degree in Design Drafting for the Process Industry. Basic design drafting with process orientation. Introduction of the various aspects of drafting. Use of terminology common in the process industry. Basic drafting skills in pipe template layout, mechanical, structural and piping drawing. Mathematics for the petroleum industry. Descriptive geometry. Prerequisite: Permission of instructor.

**EDD 172 Civil, Structural, Topological Design Drafting (6+2) 7 Credits**

This is the second of the series of drafting courses required for an Associate of Applied Science Degree in Design Drafting for the Process Industry. Advanced design drafting with process orientation. Use of terminology common in the process industry. Advanced drafting skills in civil, structural and piping drawing. Application of design principles in buried piping. Prerequisite: EDD 171.

**EDD 272 Piping Design I (6+2) 7 Credits**

This is the third of the series of drafting courses required for an Associate of Applied Science Degree in Design Drafting for the Process Industry. Advanced design drafting with process orientation. Use of terminology common in the process industry. Advanced drafting skills in process piping. Application of piping principles in design. Prerequisite: EDD 272.

**EDD 273 Piping Design II (6+2) 7 Credits**

This is the fourth of the series of drafting courses required for an Associate of Applied Science Degree in Design Drafting for the process Industry. Advanced design drafting with process orientation. Use of terminology common in the process industry. Advanced drafting skills in process piping. Application of piping principles in design. Prerequisite: EDD 272.

**English (ENGL)**

All pre-100 level courses are offered in the Learning Skills Center on an open-entry/open-exit basis at a self-paced rate for a Pass/Fail grade. These classes may not be used to fulfill degree requirements. They provide an opportunity to work individually with the instructor. A placement test is required for all students. These classes are sometimes not accepted to fulfill degree requirements.

**ENGL 045 English Grammar Non-credit**

This course is designed to encourage those students who need to review the eight parts of speech, grammatical terms, and syntax. Develops skills in basic punctuation and sentence structure, and provides an insight into the requirements of college English.

**ENGL 046 Effective Listening Non-credit**

This course is designed to prepare the student for active listening in college level classes. Encourages heightened awareness through listening techniques and cues. Media assisted.

**ENGL 047 Phonetic Spelling Non-credit**

This multi-media course is designed to strengthen even the weakest speller. With a slight emphasis on basic rules, this course improves knowledge of the dictionary, and the roots, affixes and inflections that make English one of the most irregular languages.

**ENGL 067**

is a 3 credit course divided into 3 modules, each worth 1 credit. Prepares the student for ENGL 111. Provides an opportunity to work one-to-one with the instructor.

**067A Grammar and Sentence Structure (1+0) 1 Credit**

This multi-media course is designed for students desiring an extensive review of grammar, punctuation, sentence structure, and basic writing skills.

**067B Introduction to Paragraphing (1+0) 1 Credit**

This course is an introduction to the development of written expression. Exercises in composing original essays with practical application as determined by the needs of the individual student.

**067C Introduction to Term Papers (1+0) 1 Credit**

This course will prepare the student to write a college level term paper. Emphasis on outlining, writing, proofreading, and revising. Includes use of the dictionary and research materials.

**ENGL 070 Notetaking (1+0) 1 Credit**

This multi-media course is designed to improve notetaking skills for success in college classes. Also includes effective listening and textbook reading skills.

**ENGL 071 Time Management (.5+0) .5 Credit**

This course is designed to prepare the student for the demands of college study. Analysis of present use of time, outline of work load, and program for effective use of time.

**ENGL 072 Exam Preparation (.5+0) .5 Credit**

This course is designed to prepare the student for college examinations. Includes effective listening, textbook reading, types of tests, and methods of study.

**ENGL 074 Effective Study Skills I (1+0) 1 Credit**

This course prepares the student to succeed at college level courses. Includes effective listening, time management, and exam preparation.

**ENGL 075 Effective Study Skills II (1+0) 1 Credit**

This course increases skills needed for success at the college level. Includes spelling, notetaking, and textbook reading. Media assisted.

**ENGL 076 Vocabulary Development 1 Credit**

This course is designed to enrich the student's vocabulary through expanding his knowledge of context clues, roots, prefixes, suffixes, and word origins. Encourages use of the dictionary, thesaurus, and other reference materials.



**ENGL 101 Practical Composition (3+0) 3 Credits**  
Practice in writing clear, concise office and technical communication. Designed primarily for students who have completed ENGL 067 or who need an introduction to practical writing.

**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 211 Intermediate Composition With Modes of Literature (3+0) 3 Credits**  
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 235 Literature of the Frontier and Alaska (3+0) 3 Credits**  
A study of literature that concerns itself with life in frontiers of the U.S. and with literature written by authors contemporaneous with frontier times.

**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.

## Fire Science (F S)

**F S 115 Wildland Fire Management (2+1) 3 Credits**  
Course is designed to train the student to function as a fire crew boss or fighting forest fires in Alaska. The course will describe the natural role of fire in northern wildland environment, its influence on vegetation and wildlife habitat, and prevention and control techniques. Students will be introduced to Alaska forest fire control organizations, their responsibilities, missions and protection areas. Offered through the Alaska Vocational Technical Center in Seward. (See Forestry Technology on page 00.)

## Forestry Technology (FORT)

**FORT 105 Introduction to Forestry (3+0) 3 Credits**  
Course will introduce forestry to the student and identify the different specialties and opportunities that exist in the profession. The student will learn the concepts of multiple use, the many products available from forest areas, and the role of forestry technician as a specialist in each of several areas.

**FORT 120 Forest Ecology and Dendrology (0+9) 3 Credits**  
A field oriented course. The identification of all common trees and shrubs in the summer work locality, their ecological group associa-

tions, successional stages, and habitat will be covered. The influence of soil and climate upon survival and growth will be stressed. Prerequisites: FS 115, SVTC 130, FORT 105.

**FORT 125 Forest Regeneration (1+3) 2 Credits**  
Course will emphasize techniques available to the technician to insure forest regeneration on areas burned or logged. Prerequisites: FORT 120, FORT 199.

**FORT 130 Forest Entomology and Pathology (2+3) 3 Credits**  
Entomology and pathology are combined to reduce field time and increase diagnostic efficiency. Identification of many Alaskan forest insects and diseases will be covered. Common diseases and insects will be identified by observation of their injury symptoms on forest trees. Prerequisites: FORT 120, FORT 199.

**FORT 199 Forestry Practicum (0+9) 3 Credits**  
Course will include seventeen weeks of guided educational experiences in the forests of Alaska. The experience gives the student a realistic picture of his/her future career opportunities and familiarizes him/her with agency expectations. The association with a variety of professional specialists is provided to broaden the training experience. Prerequisites: FS 115, SVTC 130, FORT 105.

**FORT 205 Cruising and Scaling (1+3) 2 Credits**  
Course will teach the methods of measuring forest products in the forest as standing timber and on the ground as logs or pulpwood. The student will make trial inventories of selected stands and measure and grade decked logs. Both fixed plot and variable plot cruising will be covered. Prerequisites: FORT 199, FORT 120.

**FORT 215 Forest Growth and Silviculture (2+3) 3 Credits**  
This course explores the life of forest stands in terms of growth and survival, and the way growth can be controlled to produce desired forest products. The student will learn how to risk rate and measure the age, site index, density, and form class of forest stands. The common means of improving growth or product quality will be explained. Prerequisites: FORT 199, FORT 120.

**FORT 220 Wildlife Management (3+0) 3 Credits**  
Course describes habitat requirements and methods that can be used to increase particular species. Included are methods of population inventories, control of excess animals and techniques for determining carrying capacity plus a unit on stream protection and enhancement. Prerequisite: FORT 205.

**FORT 225 Forest Recreation (3+0) 3 Credits**  
Course will teach both the theory and management of wildland recreation. Student will learn the problems created in the forest by various recreational users and common methods used to reduce these problems, improve recreational quality and eliminate user conflicts. Construction and maintenance of recreational facilities and trails will also be covered. Prerequisite: FORT 205.

**FORT 230 Remote Sensing (2+3) 3 Credits**  
Course is designed to enable the students to make measurements and gather information from aerial photographs. Use of stereoscope and measuring instruments will be emphasized. Student will learn linear, area and height measurements, scale conversions, and determination of scale. Identification of common objects and timber types will be practiced. Prerequisite: FORT 220.

**FORT 235 Timber Harvesting and Sale Administration (4+0) 4 Credits**  
Course teaches how to maximize profits for company or agency while reducing environmental damage and providing for sustained yield of future forest harvests. Examination of ongoing timber sales and contracts will be a part of the course. Use and application of various forms of harvesting equipment will also be explained. Prerequisite: FORT 220.

## Geography (GEOG)

**GEOG 205 Alaskan Geography (3+0) 3 Credits**  
Introductory geographical survey of Alaska. Emphasis will be on the high latitude Alaskan lands and their potential for future development.



## Geology (GEOL)

**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.

**GEOL 112 Historical Geology (3+3) 4 Credits**  
History of earth through geologic time including origin of the solar system and subsequent geologic events stressing the evolution of North America, origin of life, and succession of sedimentation; principles of stratigraphy and fossils interpretation and use of geologic maps. Includes 3 hours of laboratory. Prerequisite: GEOL 111 or permission of instructor.

## Health Science (H S)

**H S 180 Standard Red Cross First Aid (1+0) 1 Credit**  
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.

**H S 181 Corinory-Pulmonary Resuscitation (.5+0) .5 Credit**  
A twelve hour course using Alaska Heart Association approved materials and outlines. This course will lead to a CPR certificate if both written and practical examinations are passed.

**H S 203 Normal Nutrition (3+0) 3 Credits**  
An introduction to basic nutritional needs and the socio-cultural factors that influence an individual's ability to met those needs. Strategies to be considered in promoting adequate nutrition are explored. Current trends and cultural implications in food selection and preparation are explored.

## History (HIST)

**HIST 115 Alaska, Land and People (3+0) 3 Credits**  
A survey of Alaska from earliest days to present, its peoples, problems, and prospects.

**HIST 131 History of the United States I (3+0) 3 Credits**  
Discovery and exploration, colonial period, revolution, the Constitution, Federal Period, Jeffersonian-Jacksonian, democracy, the West, sectionalism, slavery, abolitionism, American culture and the Civil War.

**HIST 132 History of the United States II (3+0) 3 Credits**  
Reconstruction of the South, the Far West, the growth of industry and labor, the "Gilded Age," imperialism, progressivism, World War I, the "Roaring Twenties," the Depression, isolationism and World War II, Cold War, modern American Society, Vietnam after period.

**HIST 257 Gold Rush Era: Alaska and the Yukon (3+0) 3 Credits**  
Western United States, Canada and Alaska will be studied in detail to determine their significance as a part of the overall evolution of the Yukon-Alaska gold rush era during the period of 1846-1920. California, Oregon, Washington and British Columbia stampede activities will be considered as an introduction leading to the culminating with the gold rush era of the Yukon and Alaska.

**HIST 261 Russian History (3+0) 3 Credits**  
Origins of early Russia—Kievan Russian, Mongol era, and rise of Muscovy. Modern Russia to the 20th century.

## Humanities (HUM)

**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, science, art and music.

## Linguistics (LING)

**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)

All pre-100 level courses are offered in the Learning Skills Center on an open-entry/open-exit basis at a self-paced rate for a Pass/Fail grade. These classes may not be used to fulfill degree requirements. They provide an opportunity to work individually with the instructor. A placement test is required for all students. These classes are sometimes not accepted to fulfill degree requirements.

**MATH 050**  
is a 3 credit course divided into 6 modules, each worth .5 credit. It prepares the student for college math.

**050A Whole Numbers .5 Credit**  
This course is designed to provide basic instruction in addition, subtraction, multiplication, and division of whole numbers.

**050B Fractions .5 Credit**  
This course is designed to develop skills in addition, subtraction, multiplication, and division of fractions.

**050C Decimals .5 Credit**  
This course is designed to improve skills in addition, subtraction, multiplication, and division of decimals.

**050D Ratios and Proportions—Geometry .5 Credit**  
This course is an introduction to ratios, proportions, and geometry of straight lines and circles.

**050E Percent .5 Credit**  
This course is designed to develop skills in interpreting and using percent in proportions, formulas, and interest problems.

**050F Preparing for Algebra .5 Credit**  
This course is designed to review basic rules for order of operations using exponents, and to increase skills in solving involved fractions and equations.

**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 equities, 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 107 College Algebra (3+0) 3 Credits**  
Review of basic concepts of algebra including sets, operations, real numbers, exponents, radicals, polynomials, equalities, and inequalities. Teaches functions, systems of equations, determinants, exponents, logarithms, complex numbers, graphs, and equation of conic sections and binomial theorem. Prerequisite: MATH 105 or permission of instructor.

**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 instructor permission.



**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 107 and MATH 108, or instructor permission.

**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)

**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 toward both performance and reading of chamber orchestra literature. Admissions open to instrumentalists from the intermediate to the advanced levels.

**MUS 145 Vocal Techniques I (0+3) 1 Credit**  
This is a class in vocal technique, using theater songs and folk music, designed to take the student from where he/she is vocally and improve his/her skills as a performer and a musician.

**MUS 245 Vocal Techniques II (0+3) 1 Credit**  
Continuation of MUS 145. Prerequisite: MUS 145 or permission of instructor.

## Office Occupations (O O)

O O 101, 102, 174, 202, and 220 are offered once every two years; O O 299 is not included in the class schedules; other O O courses are offered each year.

**O O 101 Beginning Shorthand (3+2) 4 Credits**  
Gregg Shorthand, Series 90. Beginning Shorthand for secretarial students. Theory and reading practice for students who have had no training in Gregg Shorthand.

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

**O O 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.

**O O 104 Typewriting Skillbuilding (0+2) 1 Credit**  
Typewriting drills to improve speed and/or accuracy in straight-copy typing. This is an open-entry, individualized course and may be repeated up to three times for additional credit.

**O O 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: O O 103 or one year of high school typing or equivalent.

**O O 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. Prerequisite: O O 105 or equivalent.

**O O 110 Office Procedures II (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.

**O O 129 Memory Typewriter Operations (0+2) 1 Credit**  
Introduction and practice in the use of the Mag A IBM Memory typewriter. Prerequisite: O O 105 or equivalent.

**O O 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. Prerequisite: Placement at ENGL 067B or ENGL 111.

**O O 132 Resume Preparation Workshop (1+0) 1 Credit**  
Students will prepare an expanded resume showing all employment history, education, etc.; a one- or two-page resume suitable for sending to potential employers; and a letter of application.

**O O 174 Speedwriting (4+0) 4 Credits**  
Using an alphabetic shorthand system, students will develop usable shorthand and transcription skills which can be used in taking minutes, notes, messages, and office dictation. Students should be able to take dictation at a minimum of 60-80 wpm and accurately transcribe those notes.

**O O 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. Prerequisite: O O 102 or O O 174 or equivalent.

**O O 203 Calculating Machines (2+2) 3 Credits**  
Basic operation and application of ten-key adding machine and electronic calculator.

**O O 207 Machines Transcription (2+2) 3 Credits**  
Develop proficiency in the use of machine transcribers with emphasis on mailable transcripts, and speed of transcription. Prerequisite: O O 105 or ability to type 40 words per minute.

**O O 208 Word Processing with IBM Displaywriter System (2+2) 3 Credits**  
Training on the IBM Displaywriter System. Development of skill and confidence in word processing on a text-editing machine. Prerequisite: O O 106, O O 207, or ability to type 60 words per minute.

**O O 210 Office Procedures I (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.

**O O 212 Medical Transcription (2+2) 3 Credits**  
Accuracy and speed in transcribing medical dictation. Ability to produce accurate medical data through a broad knowledge of medical terms, drugs and instruments, as well as acceptable initials and abbreviations for medical terminology. Also familiarity with various types of medical reports and records. Prerequisite: O O 105 or equivalent.

**O O 214 Legal Machine Transcription (2+2) 3 Credits**  
Machine Transcription of client and court documents prepared in the law office. Prerequisite: O O 105 or equivalent.

**O O 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: O O 101 and O O 103 or equivalent.

**O O 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: O O 131 or ENGL 111 and typing ability.

**O O 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)

### **PETR 105 Petroleum Science I (3+0) 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+0) 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 120 Process Instrumentation I (3+0) 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 125 Blueprint Reading (3+0) 3 Credits**

Blueprint reading is a basic course covering machine, welding, architectural, instrumentation, hydraulic, and process flow drawings. Freehand sketching of simple mechanical and flow diagrams will be done.

### **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 Division, Kenai, Alaska Ammonia-Urea Complex. Contents include Physics, Chemistry, Mechanical Equipment, Instrumentation, Valves, Steam Generation, water quality, Ammonia synthesis operations, and Urea synthesis operations. Prerequisite: permission of the instructor.

### **PETR 131 Production Plant Operations (1+6) 3 Credits**

A first course in plant/production operations, designed to familiarize the student with the fundamentals of chemistry, physics, and associated equipment related to operations.

### **PETR 140 Process Instrumentation II (1+6) 3 Credits**

A continuation of PETR 120 with more emphasis on the use of instrumentation, calibration procedure, 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 (2+3) 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 Process Instrumentation III (3+0) 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 Process Instrumentation IV (3+0) 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. Prerequisite: Completion of all previous instrument classes with at least a C average or permission from instructor after personal interview.

### **PETR 192 Petroleum Affairs Seminar (0+3) 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+0) 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+0) 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 244 Logging and Log Analysis (3+0) 3 Credits**

Designed to provide job skills in the area of well logging and log analysis. Topics will include the logging tools and methods and procedures for running tools, the basic physics of logging tools and data acquisition, and elementary analysis of both open and cased hole logs.

### **PETR 245 Basic Electronics for Petroleum Industry (2+3) 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+0) 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 Fundamentals of Oil Field Mechanics (2+3) 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. Formerly titled Mechanical Equipment I.

**PETR 260 Petroleum Laboratory Standards (2+3) 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 Introduction to Oil Field Mechanical Equipment (2+3) 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. Formerly titled Mechanical Equipment II.

**PETR 277 Petroleum Reservoir Engineering I (3+0) 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.

**PETR 282 Production Engineering (3+0) 3 Credits**  
This course is a continuation of PETR 277. Subject matter will cover analysis and remedial work performed throughout the life of hydrocarbon reservoirs. Prerequisite: PETR 277.

## Physical Education (P E)

**P E 100 Physical Education Activities and Instruction (0+3) 1 Credit**  
Instruction, practice and activity in a variety of physical activities, sports and dances.

## Physical Science (PH S)

**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 interrelatedness and interdependence of these scientific fields. Prerequisite: MATH 055.

**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 interrelatedness and interdependence of these scientific fields. Mathematics is a MATH 55 level.

## Physics (PHYS)

**PHYS 103 College Physics I (3+3) 4 Credits**  
Classical mechanics and thermodynamics. Prerequisite: High school algebra or MATH 105; high school physics or permission of instructor.

**PHYS 104 College Physics II (3+3) 4 Credits**  
Electricity, magnetism, optics, and an introduction to modern physics. Prerequisite: PHYS 103.

## Psychology (PSY)

**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 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 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.

**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.

**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: PSY 244, 245 or permission of the instructor.

## Russian (RUSS)

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

**RUSS 102 Conversational Russian II (5+0) 5 Credits**  
Continuation of RUSS 101. Prerequisite: RUSS 101 or permission of instructor.

## Sociology (SOC)

**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 introduced in SOC 101 through application to the institutions of family, economy, politics, education, religion, and major social trends. Prerequisite: SOC 101.



## Spanish (SPAN)

**SPAN 101A Beginning Spanish (2.5 + 0) 2.5 Credits**  
Fundamental training and speaking, comprehension, reading and writing of Spanish as well as building a basic foundation of vocabulary.

**101B 2.5 Credits**

**101C 2.5 Credits**

**101D 2.5 Credits**

## Speech (SPCH)

**SPCH 111 Fundamentals of Oral Communication (3 + 0) 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.

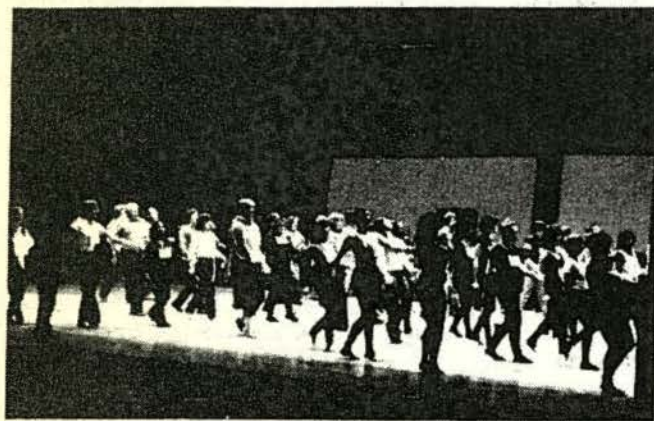
**SPCH 220 Oral Interpretation (3 + 0) 3 Credits**

Oral reading of literature for discovery. Students will discover their perception of the meaning in an author's recorded experience and then find means for performing that discovery, with all its dramatic immediacy, permitting the audience to become a part of the creative act of sharing by feeling and responding to the author's truth.

## Surveying Technology (SVTC)

**SVTC 130 Land Surveying & Mapping (2 + 1) 3 credits**

Course teaches proficiency in mapping, boundary location, and the use of maps for field orientation. The major instruments used will include chain tape, clinometer, calculator, and mapping compass. Survey problems which will require drafting maps or plats will also be presented.



## Theatre Arts (THR)

**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 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 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 (2 + 2)**

**3 Credits**

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

## Welding Technology (WELD)

**WELD 110 Introduction to Gas Welding, Cutting, Shield Arc Welding (2 + 6)**

**4 Credits**

A combination course for the beginner. Student will be able to demonstrate basic gas and arc welds, and torch cutting. Information will be given on electrode selection safety and metal identification.

**WELD 111 Gas Welding and Cutting (2 + 6)**

**4 Credits**

Combustion characteristics and heat values of fuelled gases, design of gas using equipment, hazards, and safety. Practice in welding with various torches. Cutting and welding with acetylene in all positions. Automatic and shapecutting machines.

**WELD 112 Shielded Metal and Welding (2 + 6)**

**4 Credits**

History, process, electrodes, and techniques for manual electrode welding. Types and electrical characteristics of power supplies. Designing for welding. Metallurgy of low carbon and low alloy steels. Welding procedures and practice on all position welding with typical electrodes on low carbon steel.

**WELD 113 Welding Construction (2 + 6)**

**4 Credits**

Grades of steel available and their preferred uses, standard shapes, weights, use of steel suppliers handbooks, takeoffs from shop blueprints, cost calculations, AWS building construction codes, criteria for welding design, practice in structural welding. Welding procedure qualification tests to code standards.

**WELD 114 Welding of High Strength Steels (2 + 6)**

**3 Credits**

Metallurgy of low alloy high strength steels. Preheating, flame straightening. Welding procedures and all position welding practice on low hydrogen and on deep penetrating fast-freeze electrodes of the 6010, 7018, and 8018 types. Welding to National Code Standards.

**WELD 121 Introduction to Pipe Welding (2 + 6)**

**4 Credits**

Pipe classification by grade, size, and wall thickness, pipe joints and layout. Practice with manual electrodes on pipe, vertically down.

**WELD 122 Advanced Pipe Welding (2 + 6)**

**4 Credits**

Continuation of pipe layout, welding vertically up to ASME standard with low hydrogen and XX10 electrodes. Choice of continuation of vertical down methods.

**WELD 161 Gas Metal Arc Welding (MIG CO 2)**

**4 Credits**

Introduction to the welding of mild steels with the semi-automatic gas metal arc welding process, using CO<sub>2</sub> gas shielding and continuously fed wire. Covers physics of the arc, metal transfer modes, electrical characteristics of power supplies, wire feeders, filler metal section, equipment maintenance, depicts their cause and correction, welding variable, welding procedures, and cost calculations. Welding to National Code Standards.

**WELD 174 Basic Tig Welding (2 + 4)**

**4 Credits**

Tungsten inert gas (heliarc). Introduction to welding of aluminum steel, stainless, and several unusual metals of high quality argon or helium shielded tungsten arc. Automatic and manual torches. Prerequisite: WELD 111.

**WELD 285 Introduction to Welding Metallurgy (3 + 0) 3 Credits**

An introductory course in metallurgy that provides an experienced or inexperienced welding student a fundamental knowledge of metallurgy as it relates to welding. Laboratory introduction to metallurgical equipment.

**WELD 289 Welding Metallurgy (3 + 0)**

**4 Credits**

Intensive study of the structure and microstructure of welds in steel alloys, aluminum alloys, and stainless steel. Application of metallurgical knowledge to problems encountered in welding these metals. Active use of metallograph, microhardness testers, tensile and bend tests, and all other lab equipment in independent studies of critical welding problems. Prerequisite: WELD 285.



# 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 Academic Affairs

## 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 met 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 assigned an advisor. 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 must follow the same procedure.

**ALL STUDENTS APPLYING FOR A DEGREE ARE REQUIRED** to demonstrate proficiency in reading college-level materials. This requirement must be met before you may be admitted to the degree program.

## 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 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**

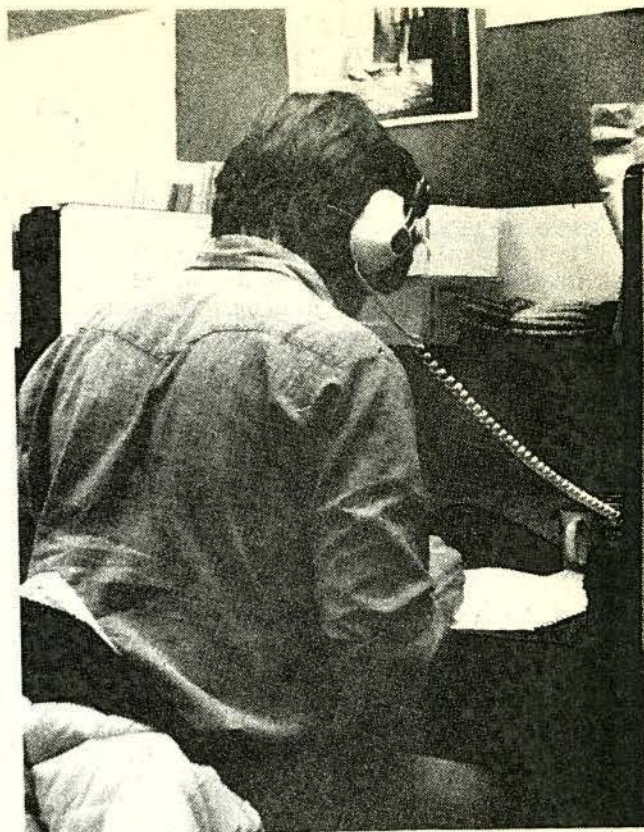
This policy affirms the basic right of every University of Alaska student in good standing to transfer his or her credits from one institution within the University to another.\* Its basic aim is to facilitate the movement of students between institutions within the University and to insure their equitable 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 and pay the same tuition the same as students 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 11 credits or less will pay \$25 per credit for undergraduate courses. Students enrolling in 12 or more credits will pay the consolidated fee of \$300.

## Tuition

| Undergraduate    | Resident | Nonresident |
|------------------|----------|-------------|
| 12 or more hours | \$300    | \$780       |
| 11 hours         | 275      | 715         |
| 10 hours         | 250      | 650         |
| 9 hours          | 225      | 585         |
| 8 hours          | 200      | 520         |
| 7 hours          | 175      | 455         |
| 6 hours          | 150      | 390         |
| 5 hours          | 125      | 325         |
| 4 hours          | 100      | 260         |
| 3 hours          | 75       | 195         |
| 2 hours          | 50       | 130         |
| 1 hour           | 25       | 65          |

Undergraduate course fees are \$25 per semester credit hour. Graduate course fees are \$50 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                  |
| Audit (per credit)                          | 25.00                 |
| Independent Study (per credit)              | 50.00                 |

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

A fee of \$2 shall be paid for each transaction after the start of late registration. This fee will not be charged 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. 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.



minate the fee payment arrangement in advance with the Accounting 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. They are due 30 days and 60 days following the date of registration as announced, or at the end date of the student's course 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 through the Office of Support Services. 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.

## Senior Citizen Gold Card

The University of Alaska has made it possible for Senior Citizens to attend classes and events either at a very reduced rate or for free in most cases. Kenai Peninsula Community College supports this policy by allowing Gold Card holders to attend classes requiring special fees for supplies for the specialized fee only. Other classes and activities may be attended free of charge. KPCC reserves the right to limit such enrollment to classes and activities which have student work space available as we must reserve guaranteed enrollment for tuition paying students.

### To Qualify:

Applicants must be a resident of the state of Alaska for one (1) year and you must be 60 years of age or older. Consideration will be given to disability retirees.

1. Complete KPCC Senior Citizen Status form. (Call 262-5801 and we'll send you a form.)
2. Receive KPCC Gold Card from President's Office.

### To Attend Classes:

1. Contact instructor of the class; ask if there is work space available so that he/she will be able to honor your card.
2. To receive credit for the course, fill out a Request for Enrollment during Registration.
3. If you do not want credit for the course, enjoy the course.

### To Attend KPCC Events:

Your Gold Card allows you free admission to our activities and events. There may be charges for supplies or services from time to time.



## 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 through the Office of Support Services. 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 through the Office of Support Services. 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 Accounting Office once the appropriate paperwork is completed by the student. 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 filing out a Student Petition and submitting it to the college campus president.

For the purposes of the above paragraphs, "First day of instruction for the semester" is stated in the official calendar and is not necessarily the first meeting date of any individual course. Weekends are included in counting days for the partial refund.

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.
11. NON-CREDIT CLASSES Students must complete a drop form in order to qualify for a non-credit fee refund. 100% refund prior to the first day of classes. No refund allowed after the first class.

**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

Student services are provided for you through Student Services and the Counseling Center. For more information call 262-5802 and ask for Student Services. We welcome your inquiries and are happy to serve you in any way possible.

## Services

### Peer Advisors

"Students helping students" is the basis of the Peer Advising Program. Peer advisors work with the Counseling Center to answer your questions and help you adjust to college life. If you need assistance, a peer advisor will try to help you.

### Orientation

Orientation is designed specifically to assist new students with registration procedures, financial aid, housing, student activities, and other information that will make college life easier.

### Career and Life Planning

Students receive help in exploring their interests and making realistic career choices. Individual counseling and workshops are available through the Counseling Center and the Career Center.

### Personal Counseling

Crisis intervention and short-term personal counseling services are provided. Referrals to local social services are made as needed. Courses and workshops in personal development areas are provided by the Counselors.

### Transfer Coordination

Students wishing to transfer to a four-year or other educational institution may receive help from the Counseling Center and their academic advisor in planning their transfer.

### Assessment and Assistance

Students requiring testing may stop by the Counseling Center for direct services or referral. Academic placement testing is conducted in the Learning Skill Center.

### Program Planning

Students are given assistance in selecting appropriate degree programs that match their interests, skills, and goals. Students who are undecided regarding a program receive additional assistance in cooperation with the Career Center.

## Career Center

How is a career different from a job? How do I get a job? What should I do in an interview? What can a person like me do for the rest of my life?

Questions like these and many others may be answered in the Career Center. Career planning prepares you for a changing world and a future that is right for YOU.

Counselors, instructors, and the Learning Skill Center staff may assist with your career goals.

## Adult High School Diploma

The Adult High School Diploma program is provided for people over the age of 18 who want to earn a high school diploma. The diploma is credit-based and issued by KPCC and the Kenai Peninsula Borough School District. You earn the diploma by taking courses at KPCC and may earn college credit at the same time.

The first step in earning the Adult High School Diploma is to bring your high school transcripts, any records of training, or other evidence of education you have received to the Career Center. Career Center counselors will help you plan your Adult High School Diploma program.

## Veterans Affairs

Kenai Peninsula Community College is an approved institution for the education and training of veterans. Veterans should contact the Student Services office for application forms and information.

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

1. **Satisfactory progress.** Veterans must maintain a 2.0 grade point average for the semester he/she is receiving benefits. Failure to do so will result in the veteran being placed on probation for the following semester. If a GPA of 2.0 is not maintained during the semester the veteran is on probation, the College will notify the Veterans Administration and this action may result in the termination of any further educational benefits.
2. **Attendance.** The end of each month, all veterans will be responsible for having individual instructors sign an attendance and progress form to assure the College that the individual is attending classes and making satisfactory progress. Failure to submit this form will result in termination of any further benefits. Forms are available in Student Services.
3. **Add/Drop and Withdrawals.** The College is responsible for promptly reporting any increase or decrease in veterans credit hours. Veteran students therefore, must notify the Student Services office of any changes in their scheduling to avoid overpayment. Overpayment to a veteran student could result in the holding of any further benefits until the overpayment is recovered by the Veterans Administration.

## Student Government

The representative organization of the Kenai Peninsula Community College student body is the Student Government.

This organization was formed to promote the educational and general welfare of the students, to broaden their perspective through the establishment of a self-governing structure, to act as a unifying factor and student voice, and to help formulate policies and procedures concerning overall college life.

Members may serve for a maximum of two years and must maintain a grade point average of 2.0 for each semester in office.



## Financial Aid

Are you wondering how you can afford to go to college? A number of options are available for financial aid. The State and Federal governments, the College, and some local groups contribute funds for financial assistance to eligible students. Applications, information and assistance in completing the necessary forms are available in the Financial Aid Office located in Student Services. Telephone: 262-5802.

### Student Expenses

A student's expenses depend on a number of factors, which should be carefully considered before planning a budget. The College has prepared a Budget Sheet to help students determine expenses for the school year. A typical nine-month budget for full-time single and full-time married students is listed below. Budget Sheets are available in the Financial Aid Office.

| Expenses       | Single<br>Student Budget | Married<br>Student Budget |
|----------------|--------------------------|---------------------------|
| Tuition        | 300                      | 300                       |
| Fees           | 32                       | 32                        |
| Books/Supplies | 270                      | 270                       |
| Room           | 2,646                    | 3,816                     |
| Board          | 1,962                    | 3,636                     |
| Transportation | 1,080                    | 1,080                     |
| Personal       | 864                      | 1,728                     |
| <b>TOTAL</b>   | <b>7,359</b>             | <b>11,067</b>             |

### Eligibility

Students applying for financial aid must complete an Application for Admission. It is important to know that financial aid is NOT limited to low-income individuals. Grant and scholarship eligibility is determined by an assessment of each student's financial situation, but loan eligibility is not. Be sure and check with the Financial Aid Office to find out what assistance you may be eligible for.

### Satisfactory Progress for Financial Aid Students

Students receiving either Federal or State financial aid are required to maintain satisfactory academic progress. The requirements for satisfactory progress are outlined below:

### Federal Financial Aid

Students receiving Federal financial assistance are required to complete the number of credits for which the financial aid

was awarded, with a minimum of 2.0 grade point average. Failure to meet the minimum academic progress requirement could result in loss of further funding.

### Alaska State Student Loan

Students receiving State funds must be enrolled for a minimum of 12 credits. Academic progress as defined by the Alaska Commission on Postsecondary Education is:

"20 AAC 15.055. CONDITIONS OF LOANS

(j) For non-collegiate postsecondary programs, the commission applies the standard of good standing used by the institution of attendance. For collegiate programs the commission applies the cumulative grade point average (G.P.A.) based upon the following minimums, computed annually:

| Student Level | Minimum Requirement    |
|---------------|------------------------|
| Undergraduate | 2.00 cumulative G.P.A. |
| Graduate      | 3.00 cumulative G.P.A. |

(k) In addition to the requirements established in (j) of this section, a borrower in a collegiate program must complete all course work in which he is enrolled up to the required full-time enrollment in each term of enrollment and must maintain a grade point average of at least 1.50 for each term. If a borrower fails to meet good standing requirements, the borrower shall remain ineligible to receive further loans or loan disbursements until such time as the borrower successfully completes a term of full-time study and meets the minimum grade point average requirement.

(l) A borrower whose cumulative grade point average falls below the requirement established in (j) and (k) of this section may request a waiver of the requirements in writing from the director (Alaska Commission on Postsecondary Education). The request for a waiver must set out unusual or extenuating circumstances and the director may require documentation. In his discretion, the director shall grant or deny the request for waiver. (Eff. 2/3/77, Register 61; am 5/10/78, Register 66; am 12/7/80, Register 76; am 1/1/81, Register)

Authority: AS 14.40.757

AS 14.40.763

AS 14.40.771"

Students receiving ASSL funds who do not or have not, in a previous semester, made academic progress as outlined above must contact Juneau (465-2990/2991) to determine if funding will be extended.







## Types of Financial Aid

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

### Loans

1. **Alaska State Student Loan (ASSL).** Any full-time student who is a two-year resident of Alaska and has a high school diploma or equivalent, is eligible for the ASSL. Undergraduate students can borrow up to \$6,000 per academic year. Repayment begins one year after school is completed at an interest rate of 5 percent.
2. **National Direct Student Loan (NDSL).** The NDSL is available to students enrolled at least half-time. Any undergraduate may borrow up to \$6,000 for study toward a Bachelor's degree or \$3,000 for the first two years of study.
3. **Guaranteed Student Loan (GSL).** The GSL program enables students to borrow directly from lenders to finance educational related expenses. These loans are made by local lending institutions. An undergraduate or graduate student enrolled at least half-time may apply. Undergraduates may borrow a maximum of \$2,500 for each year. The maximum that may be borrowed is \$7,500.
4. **Emergency Loan Fund (ELF).** Short-term loans are available to students whose financial need is modest and temporary. (\$200 limit).

### Grants and Scholarships

Grants and scholarships are not repaid. Scholarships are usually awarded for academic achievement or talent; grants are awarded on the basis of financial need.

1. **Alaska State Educational Incentive Grant (SEIG).** The Alaska State Educational Incentive Grant program provides grants to eligible students enrolled in undergraduate programs at in-state and out-of-state institutions. Grants range from \$100 to \$1,500 per academic year, depending on the student's need.

2. **PELL-BEOG.** The PELL Grant program provides funds to eligible undergraduate students attending postsecondary institutions on at least a half-time basis. Basic Grants range from approximately \$50 to a maximum of \$882 for an academic year.
3. **Supplemental Educational Opportunity Grant (SEOG).** This grant program is restricted to students enrolled at least half-time. SEOG awards range from between \$200 and \$2,000 each year.
4. **Bureau of Indian Affairs (BIA).** The Bureau of Indian Affairs provides grants to eligible full-time students. Applicants must be at least one-fourth Alaska native or American Indian. For further information, contact the local BIA area office or a native regional corporation.
5. **University Endowment Fund Scholarship Grant.** University Endowment Fund Scholarship Grants are available each school year to eligible students. Students must be attending KPCC at least half-time, demonstrate financial need and have a cumulative high school and/or college grade point average of at least 2.8.  
Applications and information are available in the Student Services office.
6. **University of Alaska Alumni Association Talent Grant.** Each fall, Talent Grants are available to full-time students at Kenai Peninsula Community College. These grants are designed to encourage talented students to continue their education. Applications and information are available in Student Services.

### College Work Study Program

Part-time employment on our Campus is through the College Work Study Program (CWSP). The College Work Study Program provides employment opportunities for students who have a financial need and wish to earn a portion of their educational expenses. Part-time employment may be either on or off-campus. Work schedules are flexible in order to meet a student's class schedule.

Students enrolled at least half-time may apply. Forms are available in the Financial Aid Office.





# Learning Skills and Media Center (LSMC)

Brush up on math. Watch a slide/tape program on dealing with stress. Practice conversational Japanese. You can do all these things and more in the Learning Skills and Media Center.

Since almost everything is available from 8 a.m. to 10 p.m. in the LSMC every Monday through Thursday, you can take advantage of the services and equipment whenever you have some free time.

The main desk for the LSMC is in the room next to the Library. At the desk you will find a complete list of LSMC services and equipment.

## Arm Chair College

Arm Chair College courses are designed to be completed by students who are unable to come to campus. The courses may be televised, on radio, or in the newspaper.

Registration information and a list of courses for each semester are available at the main desk of the Learning Resources and Media Center next to the KPCC Library. This information will also be published in the time schedule for each semester.

## Adult Basic Education

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

## Library

The library has a collection of over 16,000 volumes and subscribes to more than 200 magazines. It contains materials in such forms as pamphlets, maps, phonograph records, slides, tapes and microfiche.

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

**Fines:** Patrons will be fined \$1.00 for each notification (by telephone or mail) of overdue materials. There is no daily fine at present.

Current magazines and reference books must be used in the library.

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

**Hours:** During the regular semester schedule, the library is open from 9 a.m. to 10 p.m. Monday through Thursday and Friday from 9 a.m. to 4:30 p.m. The library is closed weekends.





# Cooperative Extension Service

The Soldotna office of the Kenai Peninsula-Kodiak Island District Cooperative Extension Service is located in Room 114 of the McLane Building. The office is open from 8 a.m. - Noon and 1 - 5 p.m., Monday through Friday. The Soldotna staff consists of Barbara Butcher, District Home Economist, Warren Larson, Rural Development Agent, JoAnne Martin, 4-H and Youth Agent, and Sharon Wik, Secretary. The mailing address is Box 1779, Soldotna, Alaska 99669, and the phone number is 262-5824.

The Cooperative Extension Service has a 50-year tradition of reaching out to the people of Alaska with non-credit educational opportunities. These opportunities come in the form of personal contacts with staff members, bulletins, newsletters, workshops, seminars, symposiums, as well as participation in Extension Homemakers groups and 4-H activities.

The mission of the Cooperative Extension Service, University of Alaska, is to interpret and extend relevant and current knowledge in agriculture and natural resources, community development and home economics to Alaska adults, youth, families and community leaders in an understandable and useable form and to encourage the application of this knowledge to solve the myriad of problems and challenges that face the people of this Great Land.

In attempting to fulfill this mission, the Cooperative Extension Service provides informal non-credit education to the citizens of Alaska, linking the University and the United States Department of Agriculture to the people. Extension staff research new findings and digest them into information that the people of Alaska can use to improve their lives and to make meaningful decisions. The Extension staff also carry the needs of the citizens to the research departments of the University so that viable solutions can be found to identified problems.

## Family Living Programs

Extension family living programs help families and individuals manage resources to better meet their physical and social needs. They also create an awareness of energy costs and how these costs can be reduced or how alternative energy sources can be utilized. Many programs such as the Homemaker Club program and the Alaska Extension Homemaker Council Conference strengthen leadership skills and interpersonal relationships. Self-help skill development reduces living costs and may contribute to family income. Delivery systems include newsletters, radio, television, publications, workshops, home study courses, telephone calls, office and home visits.

## Food and Nutrition Programs

Good nutrition is so critical in Alaska that Extension programs feature nutrition in many ways. Nutrition for families with low incomes, youth, elderly, fixed income people and those in rural areas receive special emphasis. Programs help people select and prepare foods that promote good health at a reasonable cost. They also help them develop nutritionally sound eating habits in the face of change in subsistence food availability. Programs also promote the use of game and wild plants and improve food preservation and storage methods.

## Housing

Special procedures are required to assure comfort and durability in housing in arctic and subarctic climates and still keep energy use to a minimum. This program provides information on energy efficient construction and vapor control. Over 60 publications have been developed to assist builders,



finance officers, home owners and retrofitters. A computer program permits analysis of heating costs and construction costs. Plans are available for many types of house and farm building.

#### **Commercial Agriculture**

The Extension Service provides consultation service to commercial operators in economics, management, horticulture, and facilities. Referral service is also provided to other units of the University and the U.S. Department of Agriculture. CES coordinates commercial pesticide applicator training and the soil testing program as well as fertilizer trials in cooperation with the Tennessee Valley Authority.

#### **Subsistence Agriculture**

This program is designed to help Alaskans become more self-sufficient in terms of vegetables and other food crops. One of the oldest educational programs of Alaskan Extension, it is directed to village and urban gardeners alike. The master gardener program multiplies the resources available to the people of the area. Publications, films, workshops, phone calls and visits are ways services are provided.

#### **Community Resource Development**

The function of community resource development is to act as an organizer, facilitator and communication agent. Programs are conducted to educate the leaders and the public regarding the unique problems associated with resource development in northern areas.

#### **4-H and Youth**

The 4-H program is directed toward youth between nine and 19 years of age. Programs are designed to help youth develop positive esteem, channel energies, undergo new experiences, learn decision-making techniques and accept responsibility for their own actions. Citizenship and leadership are a positive outgrowth of the 4-H program. Projects provide practical experience and training in vocationally oriented fields. Programs such as 4-H camps and Marine Science camps help young people to appreciate Alaska's physical environment.

#### **Local Government**

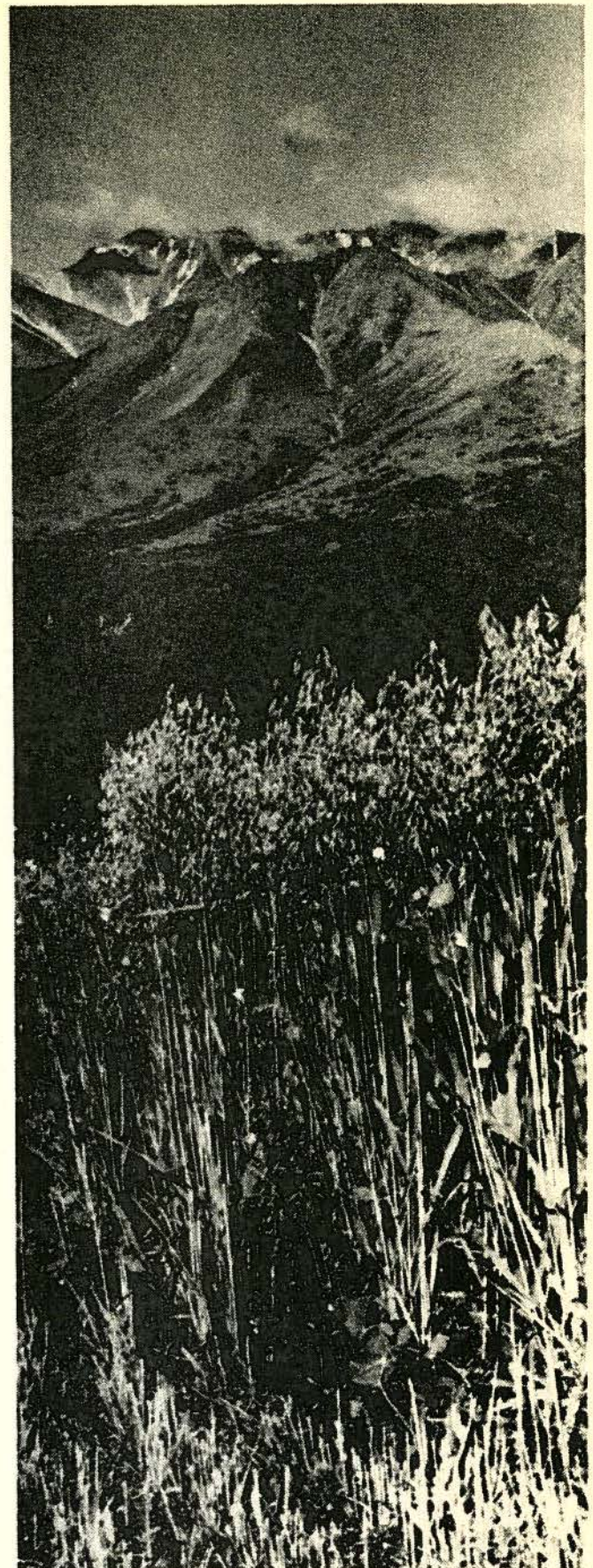
Elected officials are continually changing and hence need continuous training. The local government program provides practical, directly applicable training in the every-day operation of second-class city governments. Education is provided through films, manuals, newsletters, radio, workshops and direct consultations.

#### **Alaska Native Human Resource Development Program**

This program provides leadership development programs for Alaska Natives involved in Native Corporations and in small businesses. The ANHRDP program is cooperative with the Alaska Native Foundation and provides liaison and communication between native leaders and the University. The program is supported in part by the Kellogg Foundation.

#### **Marine Advisory Program**

The Marine Advisory Program addresses the needs of the commercial fishing industry, the seafood processing industry, the aquaculture industry as well as providing basic education in marine science to young people. Safety is an important element in all of these programs. Emphasis is placed on improved usage of underutilized species, improvement of fishing gear, certification of canning processors, enhancement of public and private production of salmon, and full and economic use of whitefish in Alaskan waters. Marine science instruction is provided through the public schools and through 4-H marine science camps and projects.





# Academic Regulations

## Academic Advising

The College considers the advising of students to be an integral part of the teaching function, and therefore, an important faculty responsibility. Advising provides an opportunity for close faculty-student interaction, serves to explain the College programs and requirements, and assists the students in the choice of a program consistent with his/her academic objectives and future goals. All full-time students will be assigned to a faculty advisor; part-time students or non-degree students will be assigned to an academic advisor upon request. Student Services is responsible for overall coordination of the advising program. Assignment of a faculty member is based on the student's major.

## 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-reference 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, Division Head of the subject area where the course is being petitioned and Dean.

Petition forms are obtained from the Office of Support Services.

## Adding a Course

Students may add a course during the first two weeks of the semester by submitting an add/drop form and paying the 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 students need not 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. The student is then responsible for remembering that number and using it in all future dealings with the College.

## Auditing

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

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 requesting a name change on their academic records should report the change to the Office of Support Services. Reasonable proof of the change should be provided.



## Registration

### General

Persons eligible for enrollment at Kenai Community 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.

### Reading Requirement

All students are strongly urged to take the Nelson-Denny test or the course, English 107, Study Reading for College. You will receive valuable information which will help you plan your coursework and program so it is best to take the test or the course when you first come to KPCC.

**ALL STUDENTS APPLYING FOR A DEGREE ARE REQUIRED** to demonstrate proficiency in reading college-level materials. This requirement must be met before you may be admitted to the degree program.

To meet the requirement you may either take the Nelson-Denny reading test or the course, English 107, Study Reading for College. If you elect to take the Nelson-Denny test, you may do so on a designated day before each semester. The Counseling Center will post the test schedule in time for you to plan when you will take it.

### Independent Study Courses

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

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

Arrangements for, and approval of, all independent study courses must be made between the student and the instructor with approval of the Dean of Academic Affairs. Tuition fees for Independent Studies are \$50 per credit. If an Independent Study is required because of a scheduling problem created by the College, the Campus President may waive up to \$25 per credit.

### 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 Support Services. Official transcripts of credit earned at other institutions, high school transcripts and other supporting documents which have been presented for admission or evaluation of credit become the property of the College and are not reissued or copied for distribution.

Official transcripts are maintained in Anchorage. You may obtain a transcript by writing to: Division of Community College, 2221 East Northern Lights, Anchorage, Alaska 99504, telephone number (907) 274-0691.

### 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. A 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 Support Services of his/her 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 Offices of Admissions and Record; Support Services; and in the Office of Admissions and Records, 3605 Arctic Blvd., #420 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, advisers and major lists. The President, Director of Support Services, 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 college.

## 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 a counselor 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's Responsibilities

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.
4. The academic expectations are that to successfully complete the work required for each one credit hour lecture class, two hours of out-of-class preparation time is customarily demanded. For example, a three credit hour lecture class normally meets three hours per week and requires an additional six hours of academic work per week, totally nine hours of work expected for the "three hour" course per week. Lab course requirements differ.

## Instructor's Responsibilities

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

1. A general statement about the course and what will be covered.
2. Expectations as far as participation and attendance are concerned.
3. An outline of written work that will be expected.
4. Evaluation techniques that will be used.
5. Add/Drop/Withdrawal procedures.
6. Explanation of the grading policy 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 Dean's Office.
7. When and how an instructor can be reached for assistance (office hours).
8. Bibliography and other resource materials available.

## 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.
- 2020 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 Office of Support Services and must contain the approval of the instructor, the appropriate Division Head, and Dean. 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.

## Dean's List

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

Full-time students (12 or more credits) may qualify for Dean's List honors by maintaining a grade point average of at least 3.5. No more than three credits earned on a Pass/Fail basis may be applied in calculating the semester's grade point average.

## 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 Student's Advisor and the Director of Support Services 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 Kenai Peninsula Community College credit that is earned by a student in formal classroom instruction, in U of A correspondence study, or in individual study or research. 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 College 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.

## 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 thirteenth 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 eighth week and prior to the beginning of the fourteenth week of instruction, the student or the instructor may initiate a withdrawal which will possess a designator assigned by the instructor. Designators are:

WP - Withdrawal Passing

WF - Withdrawal Failing

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 sometimes allowed.

100-199 Undergraduate courses normally taken in the first year.

200-299 Undergraduate courses normally taken in the third 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

Classroom expectations commensurate with 100 and 200 level courses are as follows:

100 Levels: Acquire and assimilate knowledge

Prerequisites: often none

Class Participation: relate information to own experience and knowledge base

Literacy Skills: utilize library for assigned short topical papers; use basic rules of structure to create clear, coherent essays if applicable

Practical Skills: participate in and profit from class exercises and demonstrations

Professional Level: acquire the basic concepts and attitudes in the disciplines studied

200 Levels: Summarize and supplement knowledge

Prerequisites: 1 or more classes in field or developing interest in the area

Class Participation: supplement class presentations with information via discussion and reading



- Literacy Skills: collect and organize material from multiple sources on a specific topic; create clear, coherent, organized and structured term papers if applicable
- Practical Skills: participate in and profit from laboratory and experiential class material
- Professional Level: extension of basic concepts and attitudes in the disciplines studied.

### 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
- 600 Learning Skill Center 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.

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

|                               |   |
|-------------------------------|---|
| English                       | 3 credits for 500 score<br>(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 |   |
- 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.
- Examinations may not be repeated earlier than one year.
- CLEP General Examination are considered Non-Resident credit.

### CLEP Subject Examinations

- 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.
- A course challenged for credit must not duplicate a course for which credit has already been granted.
- Credit may be awarded for specific CLEP Subject Examinations upon approval of the appropriate department.
- 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.
- Examinations may not be repeated earlier than one year.
- CLEP Subject Examinations are considered non-resident credit.
- Credits earned by examination are not awarded grade points.
- There is no specific limit to the number of credits accepted under CLEP Subject Examinations.

### Credit-by-Examination

- CLEP general exams and subject exams should be used first, where appropriate, prior to giving Local-Credit-By-Exam.
- A Local-Credit-By-Exam will not be given unless there is a full time instructor in the area of expertise.
- 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
- Courses below the 100 level cannot be challenged.
- 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.
- Only students currently enrolled in degree programs will be awarded credit.
- A fee of \$5 per credit hour will be charged for all Local-Credit-By-Examinations. Where competency based demonstrations are required, additional fees might be charged.
- 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.
- 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.
- Examinations may not be repeated earlier than one year.
- Credits earned by examination are not awarded grade points.
- There is no specific limit as to the number of credits that a student can earn by Credit-By-Examination
- 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 | 30-50 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 classroom and written work throughout the semester. It is based on the final examination alone. A grade report for each student is mailed at the end of each semester.

- An honor grade; indicates originality and independent work, a superior mastery of the subject.
- Very good level of performance. Better than average.
- A satisfactory or average level of performance.
- The lowest passing grade; indicates work below average quality and performance.

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

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.

- No credit granted. Institutional initiated withdrawal; use for students who stop attending class prior to the eighth week of the semester.

Pass—Indicates passing work and carries no grade points.

### OTE: 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.

The use of the letter grade (A, B, C, D, F) requires an opportunity by the faculty member to observe and evaluate individual students. Without such an opportunity, variations of discrimination cannot be made.

Frequently, seminars, workshops and courses of shorter duration do not provide this opportunity for individual student evaluation. In courses where this is not provided for, the use of the letter grading system such as the pass/fail and pass/no credit systems are to be used.

- 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.

- Continuing Education Unit—a national designation for college credit equaling ten hours of instruction.

- 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.

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.

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.

WP= Withdraw/Passing indicates that student withdrew with a passing grade after the eighth week of the semester and prior to the 13th week.

WF= Withdraw/Failing indicates that student withdrew with a failing grade after the eighth week of the semester and prior to the 13th week.

## 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 | Grade Value | 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 )         | P     | 0           | 0      |
|           | 13           |       |             | 32     |

GPA = 32 divided by 13

GPA 2.45

\*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 generally 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.



# 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 Agriculture 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 colleges at Fairbanks, Anchorage, and Juneau, and community colleges at Anchorage, Bethel, Fairbanks, Kenai-Soldotna, Ketchikan, Kodiak, Kotzebue, 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. The Soldotna campus is located off the Kalifonsky Beach Road approximately four miles southwest of downtown 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. 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 eleven in the University of Alaska statewide system and, today, enrolls over 1300 students per semester. Approximately 56% of our student population is female; 48% married; 20% full-time; 13% involved in non-credit activity; the average age is 31 and the median is between 25-29. The average class size is 13.

## Mission of the College

Kenai Peninsula Community College shall encourage all adults to continue their education from high school on through the rest of their lives, no matter what their age, sex, or background. The College shall provide classes and programs that students would expect to find at a community college, to meet their career/lifestyle needs and interests. The College shall follow an "open door" policy which allows anyone to start, drop out, and restart many classes and programs. The "open door" policy lets students progress at their own rate over as long a period as it takes them to do what they came to college to do.





## Goals and Objectives

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

Maintain an open door policy, which provides education at a number of levels according to the needs of the individual and the community.

Offer a comprehensive community college program.

Assure community service by making facilities and resources available to the community for other than vocational or academic programs.

Employ delivery systems of instructional methods.

Consign resources for management to plan, staff, equip and develop facilities.

Document and follow up on evaluation of major aspects of the college operation.

## Bookstore

Required textbooks and supplies may be purchased from the KPCC bookstore, located in the McLane Building. Normal operating hours:

Monday - Thursday: 10:00 AM - 12:00 Noon  
2:00 PM - 4:00 PM  
Friday: Closed

## Campus Parking

Vehicles parked in restricted areas will be ticketed and impounded at owner's expense.

## Handicapped Parking

Students are urged to be aware of areas designated as "handicapped parking spaces". Spaces are designated with a distinctive blue and white logo and are reserved for the exclusive use of students with physical impairments. Motorists who park illegally in handicapped spaces will have their cars impounded.

## Campus Regulation

**No Smoking Areas.** The Alaska State Legislature recently passed a law which prohibits smoking in public buildings and classrooms. Smokers should be aware that these locations are "no smoking areas"; however, authorized smoking areas may be found in each building. The College endorses the Alaska "no smoking law" and asks all concerned to respect the individual rights to health and personal privileges of others.

## Food Service

The snack shop provides moderately priced meals. Hours of operation are:

Monday - Thursday: 8:00 AM - 8:00 PM  
Friday: Closed

## 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. Accreditation by the regional agency insures students that their credits are transferable to any other accredited institution in the United States.





# Register

## Board of Regents

- Jeffry Cook  
*President, Fairbanks, 1977-1983*
- Don Abel, Jr.  
*Vice President, Juneau, 1975-1989*
- Mildred Banfield  
*Secretary, Juneau, 1976-1983*
- Herbert Lang  
*Treasurer, Anchorage, 1979-1986*
- Hugh B. Fate, Jr., D.M.D.  
*Fairbanks, 1969-1985*  
*Past President,*  
*March, 1977-April 1979*
- Margaret J. Hall  
*Kodiak, 1975-1983*
- Sam Kito, Jr.  
*Anchorage, 1975-1983*
- Tom Miklautsch  
*Fairbanks, 1979-1986*
- Edward B. Rasmuson  
*Anchorage, 1975-1989*  
*Past President, May, 1979-April, 1982*
- John Shively  
*Anchorage, 1979-1986*
- Sara Hannan  
*Student Regent*  
*Fairbanks, 1982-1984*
- Jay Barton  
*President of the University*  
*Ex Officio Member*

## Principal Administrative Officers

### University of Alaska

#### Statewide System

- Jay Barton, Ph.D.  
*President*
- Patrick J. O'Rourke, Ph.D.  
*Chancellor, University of Alaska,*  
*Fairbanks*
- David Outcalt, Ph.D.  
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*Fairbanks*
- Michael E. Paradise, Ed.D.  
*Chancellor, University of Alaska,*  
*Juneau*
- George P. Melican, Ed.D.  
*Chancellor, Community College,*  
*Rural Education and Extension*
- Sherman Carter, Ed.D.  
*Executive Vice President*
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### Kenai Peninsula Community College

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- Jason Roth, *Vice Chairperson*
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- Charlotte Calhoun
- Duane Edelman
- George Ford
- Roger E. Holl
- Marion Hylen
- Debra Mullins
- Alex Shadura
- Donnis Thompson
- Walter Ward

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- Chris W. Butzen
- Thomas H. Wagoner
- Margo J. Zuelow

## Administration

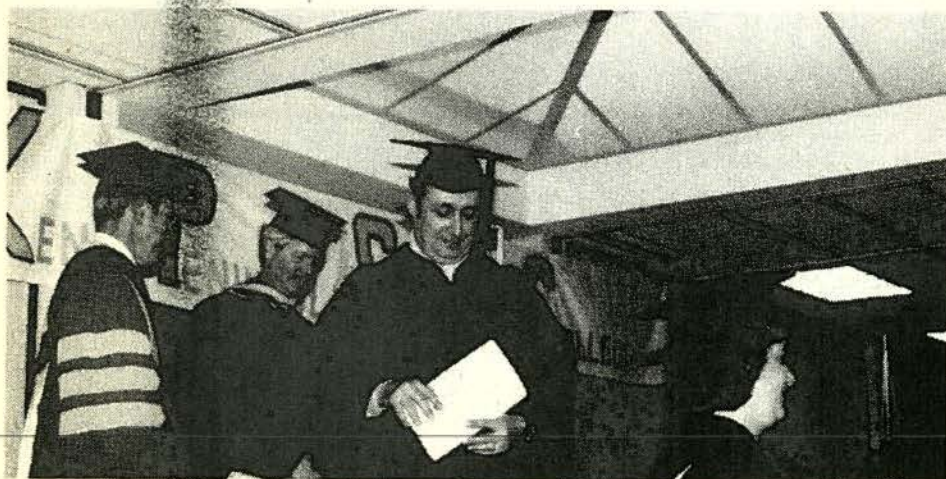
- Lester T. Vierra  
*Campus President*
- Chris W. Butzen  
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- Thomas H. Wagoner  
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- Kathleen O'Dell  
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## Professional Staff

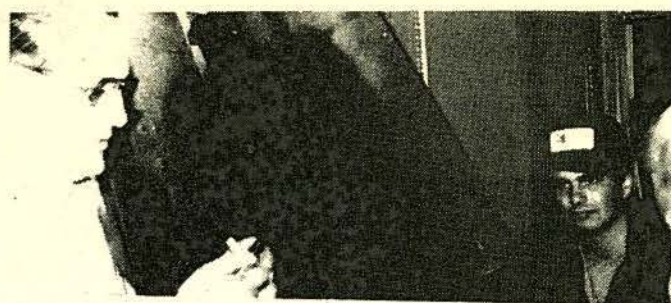
- Louis Dupree  
*Seward Coordinator*
- Catherine Fenton  
*Director of Accounting*
- James Riggs  
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## Division Chairmen

- Alan Boraas  
*Liberal Arts*
- Dave Hanrahan  
*Applied Science*
- Patricia Morris  
*Office Occupations and Business*  
*Administration*
- Ginger Steffy  
*Natural Science and Mathematics*







## Classified Staff

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Custodian

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Accounts Payable Clerk

Penny Carty  
Payroll Clerk

Jerry L. Clark  
Custodian

Rudy Corona  
Custodian

Francis DeRossitt  
Lab Technician

Karen Dorcas  
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Dolores McGillis  
Receptionist

Judy Reynolds  
Faculty Secretary

Paul Rochon  
Custodian

Mary Zumwalt  
Library Assistant

## Full-Time Faculty

**Boraas, Alan**, *Anthropology, Geology*.  
University of Minnesota, B.A.; University of  
Toronto, M.A.; Orgeon State University,  
Ph.D.

**Brazier, Lynda**, *Petroleum Technology*.  
University of Texas, Permian Basin, B.S.

**Clark, Dayne L.**, *Business Administration*.  
The College of Idaho, B.A.; Boise State  
University, M.B.A.

**Clark, Debby D.**, *Counseling*.  
The College of Idaho, B.S.; The College of  
Idaho, M.Ed.

**Clausen, Mary Ethel**, *Librarian*.  
Baldwin-Wallace College, B.A.; Roosevelt  
University, M.A.; University of Washington,  
M.A.

**Coreson, Dale**, *Petroleum Technology*.  
Southern Oregon College, B.S.

**Forbes, David W.**, *English, Reading*.  
Alaska Methodist University, B.A.; Univer-  
sity of Alaska, Anchorage, M.Ed.

**Freeberg, Gary L.**, *Art*.  
Mankato State University, B.F.A.; Mankato  
State University, M.A.; The University of  
Iowa, M.F.A.

**Hanrahan, David E.**, *Petroleum  
Technology*.  
Northern Illinois University, B.S.; Iowa State  
University, M.S.

**Hays, Marjorie J.**, *Psychology, Sociology*.  
Sterling College, B.A.; Miami University,  
M.A.; Walden University, Ph.D.

**Heimbuch, Bonnie L.**, *Mathematics, Com-  
puter Science*.  
Peru State Teacher's College, B.A.; Univer-  
sity of Alaska, M.A.; University of Texas at  
Austin, Ph.D.

**Horne, David B.**, *Natural Science,  
Chemistry*.  
Sam Houston State University, B.S.; The  
University of Texas, Ph.D.

**Houtz, Allen**, *Petroleum Technology*.  
Washington State University, B.S.

**Jacobs, Scot R.**, *Business Administration*.  
University of Illinois, B.A.; University of Min-  
nesota, B.S.; University of Minnesota, M.A.

**Moore, Edward**, *Design Drafting  
Engineering*.  
Napa Junior College, Heald Engineering  
College.

**Morris, Patricia K.**, *Office Occupations*.  
Compton College, A.A.; Linfield College,  
B.A.; Oregon State University, M.A.

**Morrison, James H.**, *Counselor*.  
Mt. Angel Seminary College, B.A.; Alaska  
Methodist University, M.A.

**Noble, Patricia A.**, *Office Occupations*.  
Long Beach City College, ALAL; California  
State College, B.S.

**Petersen, Lance**, *Speech, English, Theatre*.  
Alaska Methodist University, B.A.

**Phillips, William J.**, *Computer Science,  
Mathematics*.  
Indiana Vocational Technical College,  
A.A.S.; University of Cincinnati, B.B.A.;  
Ohio University, Athens, M.Ed.

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

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

**Steffy, Ginger I.**, *Mathematics, Energy  
Technology*.  
Indiana University of Pennsylvania, B.S.; In-  
diana University of Pennsylvania, M.S.

**Tressler, Forest**, *Petroleum Technology*.  
Oregon State University, B.S.

**Williams, John J.**, *Petroleum Technology*.  
Instrumentation Specialist.

**Wood, Dwight**, *Petroleum Technology*.  
Incarnate Word College, B.A.



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