

KENAI PENINSULA COMMUNITY COLLEGE

1984-1985
CATALOG

Post Office Box 848
Soldotna, Alaska 99669

(907) 262-5801

August, 1984

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.

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

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 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 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
- Nikishka Chamber of Commerce
- 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

KENAI PENINSULA COMMUNITY COLLEGE - 1984/1985 ACADEMIC CALENDAR

Contract begins August 20, 1984; ends May 17, 1985

Fall Semester

August 20	Advisor Inservice Workshop
August 21, 22, 23, 24	Advising/Prep Days
August 27, 28	General Registration
August 28, 29, 30, 31	Advising and Meetings
September 4	Instruction Begins
December 14	Instruction Ends
December 17, 18, 19, 20	Finals Week
December 19, 20, 21, 26, 27	Grading Days
9/3, 11/22, 11/23, 12/24, 12/25, 12/31	Holidays

Spring Semester

January 2	Advisor Inservice Workshop
January 3, 4	Prep Days
January 7, 8	General Registration
January 8, 9, 10, 11	Prep Days
January 14	Instruction Begins
April 19	Instruction Ends
April 22, 23, 24, 25	Finals Week
April 29, 30, May 1, 2, 3	Grading Days
January 1, March 8	Holidays
March 7, 8	Students' Spring Break
March 7, May 6-17	Unscheduled Days

Class periods run for 75 minutes, with the exception of the evening block.

8:00am-9:15am	2:00pm-3:15pm
9:30am-10:45am	3:30pm-4:45pm
11:00am-12:15pm	5:00pm-6:15pm
12:30pm-1:45pm	7:00pm-9:30pm

SOURCES OF INFORMATION

Soldotna Campus

(907)262-5801

Accounting Office

Admissions

Bookstore

Counseling

Dean of Student Services

Dean of Academic Affairs

Dean of Support Services

Faculty Offices

Financial Aids

Information

Learning Resources Center

Library

Mining and Petroleum Training Service

President

Registration

Student Government

Cooperative Extension Service	262-5824
Homer - KPCC Homer Center	235-7743
Seward - KPCC Seward Center	224-3840
Nikishka - KPCC Nikishka Center	776-8020

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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 for degree completion, 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. Only one Associate of Arts degree may be earned per student. 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, 111, 211, 213, and 00 231.

Students who do not demonstrate a proficiency in Reading must take a Reading class.

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 Requirements | |
| Written Composition | 6 |
| Oral Communications | 3 |
| Reading (may be waived with Reading Proficiency Test) | (3) |
| 2. Complete 9 credits in each of the following areas: | |
| Mathematics/Natural Science | 9 |
| Humanities | 9 |
| Social Science | 9 |
| Applied Studies | 9 |
| 3. Electives To Total | 12-15 |

TOTAL CREDITS

60

Associate of Applied Science

- | | |
|--|-----|
| 1. Communications Requirements | |
| Written Composition | 6 |
| Oral Communications | 3 |
| Reading (may be waived with Reading Proficiency Test; see page 34 of this catalog) | (3) |
| 2. General Requirements | |
| Complete 6 credits from any combination 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 Student Services Offices.

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.

Written Composition Requirements

Unless otherwise specified, the Written Composition requirement may be satisfied by taking:

- *ENGL 067A,067B,067C Introduction to Composition
(1) credit each
- *ENGL 068A,068B,068C Developmental Composition
(by referral or placement only)
(1) credit each
- ENGL 111 Methods of Written Composition
(3)
- ENGL 211 Intermediate Composition with
Modes of Literature (3)
- ENGL 213 Intermediate Exposition (3)
- OO 213 Business Communications (3)

*ENG 067 and ENG 068 do not fulfill the written composition requirements for the Associate of Arts degree.

Oral Communication Requirements

Unless otherwise specified, the Oral Communications requirement must be satisfied by taking:

- SPCH 111 Fundamentals of Oral Communications (3)

Certificate 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.

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

CERTIFICATE and DEGREE PROGRAMS

Certificate Programs

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- Small Business Management.....8
- Welding Technology.....9
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Degree Programs

- Associate of Applied Science Degree in:
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 - Forestry Technology.....11
 - Industrial Process Instrumentation.....12
 - Mechanical Technology.....12
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Associate of Arts Degree

The Associate of Arts Degree is designed for students wishing to transfer to a four-year college or university.14

CERTIFICATE Office Occupations

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

- 1) provide job entry skills for recent high school graduates
- 2) provide job entry skills for unemployed or under-employed.
- 3) Retain people who are re-entering the job market after a period of non-employment.
- 4) enable people employed in businesses or offices to upgrade their skills for employment advancements.

Certificate Requirements	Credits
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A. Required Classes:

00 131	Comprehensive Business English (or ENGL 111)	3
00 231	Business Communication (or ENGL 212)	3
00 110	Office Procedures I	3
00 210	Office Procedures II	3

B. Select 6 to 8 credits from the following list: 6-8

ACCT 051	Introduction to Accounting I (3)
ACCT 052	Introduction to Accounting II (3)
ACCT 201	Principles of Financial Accounting (4)
ACCT 202	Principles of Management Accounting (3)
00 101	Beginning Shorthand (4)
00 102	Intermediate Shorthand (4)
00 174	Speedwriting (4)
00 202	Advanced Dictation & Transcription (4)
00 220	Refresher Gregg Shorthand (3)

C. Select 6 to 7 credits from the following list: 6-7

00 103	Elementary Typewriting (3)
00 104	Typing Skillbuilding (1)
00 105	Intermediate Typewriting (3)
00 106	Advanced Typewriting (3)
00 208	Word Processing (3)

D. Select 3 to 6 credits from the following list: 3-6

00 203	Calculating Machines (2)
00 207	Machines Transcription (3)
Computer Information Systems (any CIS class)	
Business Administration (any BA class)	
Office Occupations (any OO class)	

Total Number of Credits Required For Certificate 30

NOTE: Advisors are assigned by the Student Services Office when the student applies for formal admission to Kenai Peninsula Community College.

CERTIFICATE Petroleum Technology

The Certificate in Petroleum Technology is a one-year program designed to provide entry-level skills for employment in all phases of the petroleum field. Students enrolled in this certificate program must work closely with a faculty advisor to select 30 hours of credit work.

Certificate Requirements	Credits
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A. Mathematics (select one 3-credit mathematics course with approval of faculty advisor)	3
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B. Petroleum Technology (select petroleum technology courses totaling 27 credits with approval of faculty advisor)	27
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Total Number of Credits Required For Certificate 30

NOTE: Advisors are assigned by the Student Services Office when the student applies for formal admission to Kenai Peninsula Community College.

CERTIFICATE Small Business Management

(Pending Approval of Board of Regents)

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 towards the two-year Associate of Applied Science in Business.

Certificate Requirements	Credits
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A. Required Courses:

BA 166	Small Business Management	3
BA 231	Fundamentals of Supervision	3
00 231	Business Communications	3

B. Select 3 credits from the following list: 3

ENGL 067	Introduction to Composition (3)
ENGL 111	Methods of Written Communication (3)
00 131	Comprehensive Business English (3)

C. Select 6 to 7 credits from the following list: 6-7

ACCT 051	Introduction to Accounting I AND (3)
ACCT 052	Introduction to Accounting II OR (3)
ACCT 201	Principles of Financial Accounting AND (4)
ACCT 202	Principles of Management Accounting (3)

D. Select 6 credits from the following list: 6

Computer Information Systems (any CIS class)	
Business Administration (any BA class)	
Accounting (any ACCT class)	
Office Occupations (any OO class)	
Economics (any ECON class)	

E. Select classes from any area to total 5-6 credits with approval of advisor. 5-6

Total Number of Credits Required for Certificate 30

NOTE: Advisors are assigned by the Student Services Office when the student applies for formal admission to Kenai Peninsula Community College.

CERTIFICATE Welding Technology

(Pending Approval of The Board of Regents)

The Certificate in Welding Technology is a one-year program designed to produce pipe welders who can cut and weld using the OAW, SMAW, GMAW and GTAW processes. Students gain a well-rounded education in blueprint reading, layout and fabrication. Graduates of this program can expect to find employment as structural or pipe welders, and will have a solid background for many mechanical trades.

Certificate Requirements	Credits
A.	
WELD 111 Gas Welding and Cutting	2
WELD 112 Shielded Metal Arc Welding	4
WELD 113 Layout Fitting and Fabrication	4
WELD 114 Welding of High Strength Steels	4
WELD 121 Introduction to Pipe Welding	4
WELD 125 Blueprint Reading	3
WELD 122 Advanced Pipe Welding	4
MATH 101 Applied Math	3
B.	
Select 3 to 4 credits from the following list:	3-4
WELD 161 Gas Metal Arc Welding (MIG CO2)(4)	
WELD 174 Basic TIG Welding (4)	
WELD 285 Introduction to Welding Metallurgy (3)	

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

Total Number of Credits Required for Certificate
30-32

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

NOTE: Advisors are assigned by the Student Services Office when the student applies for formal admission to Kenai Peninsula Community College.

ASSOCIATE OF APPLIED SCIENCE DEGREE Business

The Associate of Applied Science degree in Business is a two-year program which combines business and management theory with practical knowledge. Principal areas of study include General Business, Accounting, Banking, Business Management, Computer Information Systems and Real Estate. The graduate

will be prepared to gain entry-level employment leading toward a management position and/or continue studies toward a four-year degree in business.

Degree Requirements	Credits
A. Communications Requirements	
Written Composition (see page 7)	6
Oral Communication (see page 7)	3
Reading (may waive with Reading Proficiency Test; see page 34 of this catalog)	(3)
B. General Requirements	
Mathematics (MATH 055, 105, or 107*)	3
ECON 101 Introduction to Current Econ Problems	OR
ECON 121 Principles of Economics I	3
*MATH 107 Required for Computer Information Systems Emphasis	
C. Major Requirements	
ACCT 051/052 Introduction to Accounting I & II	OR
ACCT 201 Principles of Financial Accounting	AND
ACCT 202 Principles of Management	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 with BASIC	3
D. Additional Major Requirements	
Complete 12 credits from one of the following categories:	12
1. General Business Emphasis	
12 credits from any of the classes listed below or other approved Business classes.	
2. Accounting Emphasis	
ACCT 106 Automated Accounting with Microcomputers (3)	
ACCT 201 Principles of Financial Accounting (4)	
ACCT 202 Principles of Management Accounting (3)	
ACCT 210 Income Tax (4)	
ACCT 240 Cost Accounting (3)	
ACCT 279 Governmental Accounting(3)	
3. Banking Emphasis	
BA 105 Principles of Bank Operation (3)	
BA 106 Inside Commercial Banking (3)	
BA 204 Money and Banking (3)	
BA 206 Analyzing Financial Statements (3)	

4. Business Management Emphasis

BA 151	Introduction to Business (3)
BA 155	Personal Investments (3)
BA 168	Retail Store Management (3)
BA 243	Principals of Marketing (3)
BA 256	Financial Planning and Control (3)
BA 280	Principles of Management (3)

5. Computer Information Systems Emphasis*

CIS 106	BASIC Programming (3)
CIS 155	Applications Program Development I (3)
CIS 255	Applications Program Development II (3)
CIS 260	Systems Analysis Methods (3)
CIS 290	CIS Seminar and Project (3)

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

6. Real Estate Emphasis

BA 101	Real Estate Principles and Practices (3)
BA 221	Real Estate Financing (3)
BA 222	Real Estate Investment and Taxation (3)
BA 223	Real Estate Law (3)
BA 225	Real Estate Appraising (3)

E. Electives to Total 11-15

Total Number of Credits Required for Degree 60

NOTE: Advisors are assigned by the Student Services Office when the student applies for a formal admission to Kenai Peninsula Community College.

NOTE: Students who plan to earn both an AAS in Business and an Office Occupations Certificate should take Business Communications (OO 231) as a Written Composition class and take the following classes as electives:

OO 110-210 Office Procedures I and II (6)
 Typing/Word Processing (OO 103/105/106/208)(6)
 Other OO classes (OO 203 is recommended) (3)

ASSOCIATE OF APPLIED SCIENCE DEGREE Computer Electronics

(Pending Board of Regents Approval)

Degree Requirements		Credits
A. Communications Requirements		
ENGL 111	Methods of Written Communication	3
ENGL 212	Technical Report Writing	3
SPCH 111	Fundamentals of Oral Communication	3
Reading (may be waived with Reading Proficiency Test; see page 34 of this catalog)		(3)
B. General Requirements		
Mathematics:		
MATH 101	Applied Mathematics	3
MATH 105	Intermediate Algebra	3
Natural Science:		
PHYS 103	College Physics I	4
PHYS 104	College Physics II	4
C.		
ET 101	Basic Electronics: DC Physics	4
ET 102	Basic Electronics: AC Physics	4
ET 245	Basic Electronics	4
ET 125	Principles of Logic and Gating	3
ET 230	Application of Integrated Circuits	3
ET 231	Microcomputer Interfacing	3
CIS 138	Introduction to Technical Microcomputing	3
CIS 105	FORTAN Programming	3
CIS 106	BASIC Programming	3
D. Electives to Total		60

ASSOCIATE OF APPLIED SCIENCE DEGREE
Engineering Design Drafting

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 are usually employed as design drafters or in various engineering technical positions. The degree usually requires four to five semesters for Technical Qualifying Examination offered by the Institute for Certification of Engineering Technicians.

Degree Requirements Credits

A. Communications Requirements

ENGL 111	Methods of Written Communication	3
ENGL 212	Technical Report Writing OR	3
ENGL 213	Intermediate Exposition (3 credits)	
	Oral Communication (see page 7)	3
	Reading (may be waived with Reading Proficiency Test: see page 34 of this catalog)	

B. General Requirements

MATH 105	Intermediate Algebra OR	3
MATH 107	College Algebra	
MATH 108	Trigonometry	3
PHYS 103/104	College Physics I and II	8

C. Major Requirements

EDD 170	Drafting Technology I	4
EDD 171	Drafting Technology II	4
EDD 172	Civil Drafting	4
EDD 173	Structural Drafting	4
EDD 271	Process Piping I	4
EDD 272	Process Piping II	4
EDD 288	Computer Assisted Drafting	4
	(Satisfies CIS Requirement)	
PETR 140	Industrial Process Instrumentation I	3

D. Electives

Select 3 to 7 credits from the following list: 3-7

PETR 130	Chemical Plant Operations (3)	
PETR 144	Industrial Process Instrumentation II (3)	
E T 151	Basic Electricity (4)	
PETR 240	Industrial Process Instrumentation III (3)	
CIS 105	FORTAN Programming (3)	
CHEM 105	General Chemistry I (4)	

Total Number of Credits Required for Degree 60

NOTE: Advisors are assigned by the Student Services Office when the student applies for formal admission to Kenai Peninsula Community College.

ASSOCIATE OF APPLIED SCIENCE DEGREE
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.

This program will equip the graduate for work with federal or state forestry agencies or with 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. Only some of them, however, are accepted for transfer to a professional forestry school.

This program is offered at the Alaska Vocational Technical Center in Seward, though the degree is awarded through Kenai Peninsula Community College.

Degree Requirements Credits

A. Communications Requirements

Written Composition (see page 7)	6
Oral Communication (See page 7)	3
Reading (may be waived with Reading Proficiency Test: see page 34 of this catalog)	(3)

B. General Requirements

BIOL 105	Fundamentals of Biology I	4
	Any other Natural Science Class with advisor's approval	3

C. Major Requirements

BA 285	Supervision and Management by Objectives	3
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	Crusing and Scaling	3
FORT 220	Wildlife Management	3
FORT 225	Forest Recreation	3
FORT 230	Remote Sensing	3
FORT 235	Timber Harvesting and Sale Administration	4

D. Electives

Select 3 credits from any area 3

Total Number of Credits Required for Degree 60

NOTE: Advisors are assigned by the Student Services Office when the student applies for formal admission to Kenai Peninsula Community College.

ASSOCIATE OF APPLIED SCIENCE DEGREE
Industrial Process Instrumentation

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

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

Entrance Requirements

1. Comprehension of math at the 055 level by test or courses taken.
2. Passing a reading comprehension test of technical materials or passing a college reading course with a grade of C or better.

Degree Requirements

Credits

A. Communications Requirements

ENGL 111	Methods of Written Communication	3
ENGL 212	Technical Report Writing	3
	Oral Communication (see page 7)	3
	Reading (may be waived with Reading Proficiency Test; page 34 of this catalog)	(3)

B. General Requirements

PH S 103	Physical Science I	4
PH S 104	Physical Science II	4
MATH 105	Intermediate Algebra	3

C. Major Requirements

PETR 105	Petroleum Science I	3
PETR 106	Petroleum Science II	3
PETR 140	Industrial Process Instrumentation I	3
PETR 144	Industrial Process Instrumentation II	3
PETR 150	Mechanical Drafting for the Petroleum Industry	3
PETR 230	Practical Distillation	3
PETR 240	Industrial Process Instrumentation III	3
PETR 244	Industrial Process Instrumentation IV	3
PETR 270	Industrial Mechanical Equipment	3
ET 125	Principles of Logic and Gating	3
ET 206	Electronics Industrial Instrumentation	3

ET 230	Application of Integrated Circuits	3
ET 151	Basic Electricity	4
ET 245	Basic Electronic Devices	4
ET 231	Microcomputer Interfacing	3
CIS 138	Introduction to Technical Computing	3

Total Number of Credits Required for Degree 70-73

NOTE: Advisors are assigned by the Student Services Office when the student applies for formal admission to Kenai Peninsula Community College.

ASSOCIATE OF APPLIED SCIENCE DEGREE
Mechanical Technology

(Pending Board of Regents Approval)

The Division of Applied Science offers a two-year program leading to an Associate of Applied Science Degree in Mechanical Technology. Students gain experience in the maintenance of all major types of rotating equipment and the operation of common machine tools. Graduates of the program can expect to find employment as mechanics or millwrights in all types of industrial plants.

Degree Requirements

Credits

A. Communications Requirements

ENGL 111	Methods of Written Communication	3
ENGL 212	Technical Report Writing	3
SPCH 111	Fundamentals of Oral Communications	3
	Reading (may be waived with reading proficiency test of technical materials)	(3)

B. General Requirements

*MATH 101	Technical Math	3
	Natural Science (Physics or Physical Science)	4

C. Major Requirements

*WELD 110	Intro to Gas Welding, Cutting & Shielded Arc Welding	4
ET 151	Basic Electricity	4
PETR 155	Blueprint Reading	3
*PETR 170	Fundamentals of Mechanics	3
*PETR 270	Industrial Mechanical Equipment	3
*MECH 101	Introduction to Machine Shop	4
*MECH 102	Intermediate Machine Shop	4
MECH 110	Reciprocating Engines	3
*MECH 120	Pumps	3
*MECH 121	Compressors	3
MECH 265	Combustion Gas Turbines	3
*MECH 271	Couplings and Alignment	3

D. Electives

	To be chosen with Advisor's approval	4
MECH 201	Advanced Machine Shop (4)	
MECH 266	Steam Turbines (3)	

MECH 272	Vibrations and Balancing (3)
MECH 286	Fundamentals of Corrosion (3)
PETR 150	Mechanical Drafting (3)
WELD 112	Shielded Metal Arc Welding (4)
WELD 114	Welding of High Strength Steels (4)
WELD 285	Introduction to Welding Metallurgy (3)

Total Number of Credits Required for Degree 60

*Courses required for Mechanics/Millwright Certificate (30 credits total)

NOTE: Advisors are assigned by the Student Services Office when the student applies for formal admission to Kenai Peninsula Community College.

ASSOCIATE OF APPLIED SCIENCE DEGREE Office Occupations

The Associate of Applied Science degree 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

A. Communications Requirements

ENGL 111	Methods of Written Communication	3
OO 231	Business Communications	3
	Oral Communication (see page 7)	3
	Reading (may be waived with Reading Proficiency Test; page 34 of this catalog)	(3)

B. General Requirements

Psychology (PSY 153 recommended)	3
Select 3 credits from the following areas:	3
Humanities	
Math	
Social Science (Economics recommended)	

C. Major Requirements

OO 106	Advanced Typewriting	3
OO 208	Word Processing	3
OO 131	Comprehensive Business English	3
OO 210	Office Procedures II	3
ACCT 051/ACCT 052	Introduction to Accounting I and II OR	6-7
ACCT 201/ACCT 202	Principles of Financial Accounting and Principles of Management Accounting	
CIS	(select any 3-credit CIS class)	3

Other OO classes selected with advisor approval 8-9

D. Electives 12-15

Total Number of Credits Required for Degree 60

NOTE: Advisors are assigned by the Student Services Office when the student applies for formal admission to Kenai Peninsula Community College.

ASSOCIATE OF APPLIED SCIENCE DEGREE Petroleum Engineering Aide

The Division of Applied Science offers a two-year program leading to an Associate of Applied Science Degree in Petroleum Engineering. Students learn to assist professional petroleum engineers in all phases of oil and gas recovery. Many degree graduates attain engineering technician positions while others transfer into four-year engineering programs.

Entrance Requirements

1. Comprehension of math at the O55 level by test or courses taken.
2. Passing a reading comprehension test of technical materials or passing a college reading course with a grade of C or better.

Degree Requirements Credits

A. Communications Requirements

ENGL 111	Methods of Written Composition	3
ENGL 211	Intermediate Composition with Modes of Literature OR	3
ENGL 212	Technical Report Writing (3) OR	
ENGL 213	Intermediate Exposition (3)	
	Oral Communications (see page 7 of this catalog)	3
	Reading (may be waived with Reading Proficiency Test; see page 34 of this catalog.)	(3)

B. General Requirements

MATH 200	Calculus I	4
MATH 201	Calculus II	4

C. Major Requirements

CIS 105	FORTAN Programming	3
CHEM 105/CHEM 106	General Chemistry I and General Chemistry II OR	8
GEOL 111/GEOL 112	Physical Geology and Historical Geology	
PETR 140	Industrial Process Instrumentation I	3
PETR 228	Petroleum Reservoir Engineering I OR	3
PETR 229	Production Engineering	
PETR 230	Practical Distillation	3
PHYS 103	College Physics I	4
PHYS 104	College Physics II	4

Select 4 credits from the following list:

ET 151	Basic Electricity (4)
ET 245	Basic Electronic Devices (4)
ET 101	Basic Electronics: DC Physics (4)
ET 102	Basic Electronics: AC Physics (4)

D. Electives 8-11

Total Number of Credits Required for Degree 60

NOTE: Advisors are assigned by the Student Services Office when the student applies for formal admission to Kenai Peninsula Community College.

ASSOCIATE OF APPLIED SCIENCE DEGREE Petroleum Technology

The Division of Applied Science offers a two-year program leading to an Associate of Applied Science Degree in Petroleum Technology. Students gain an understanding of refinery, chemical plant, oil production and pipeline operations. Graduates of the program can expect to find employment as chemical plant operators, pump station operators, production operators, water flood operators, service company technicians, or lab technicians.

Entrance Requirements

1. Comprehension of math at the 055 level by test or courses taken.
2. Passing a reading comprehension test of technical materials or passing a college reading course with a grade of C or better.

Degree Requirements

Credits

A. Communications Requirements

ENGL 111	Methods of Written Communication	3
ENGL 212	Technical Report Writing	3
SPCH 111	Fundamentals of Oral Communications	3
Reading (may be waived with reading proficiency test of technical materials)		(3)

B. General Requirements

Mathematics:

MATH 101	Technical Math OR	3
MATH 105	Intermediate Algebra	

Natural Sciences: (Excluding BIOL, ANTH, ENER) 8

Computer Information Systems (CIS):

(Students may test out of this requirement. For more information see your advisor)

CIS 101	Introduction to Data Processing I with BASIC	3
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C. Major Requirements

PETR 105	Petroleum Science I	3
PETR 106	Petroleum Science II	3
PETR 120	Surface Oilfield Equipment I	3
PETR 140	Industrial Process Instrumentation I	3
PETR 144	Industrial Process Instrumentation II	3
PETR 230	Practical Distillation OR	3
PETR 231	Production Plant Operations	
PETR 270	Industrial Mechanical Equipment	3

Plus select 3 courses from the following list: 9

PETR 121	Surface Oilfield Equipment II (3)
PETR 150	Mechanical Drafting for the Petroleum Industry (3) OR
PETR 155	Blueprint Reading for the Petroleum Industry (3)
PETR 170	Fundamentals of Mechanics (3)
ET 151	Basic Electricity (4) OR
ET 101	Basic Electronics: DC Physics (4)
PETR 240	Industrial Process Instrumentation III (3)
PETR 244	Industrial Process Instrumentation IV (3)
PETR 230	Practical Distillation (3) OR
PETR 231	Production Plant Operations (3)
PETR 227	Logging and Log Analysis (3)
ET 245	Basic Electronic Devices (4)
PETR 235	Petroleum Laboratory Standards (3)

D. Electives to be chosen with advisor's approval to total:

60

Total Number of Credits Required for Degree

60

NOTE: Advisors are assigned by the Student Services Office when the student applies for formal admission to Kenai Peninsula Community College.

ASSOCIATE OF ARTS DEGREE

The Associate of Arts degree is designed for students who plan to transfer to another college or university to complete their educational goals. The degree also provides a two-year liberal arts program for students not wishing to transfer. The degree will satisfy the general education requirements for the first two years of study at many four-year institutions. Students who have chosen the institution to which they plan to transfer should obtain a current catalog from that institution and have it available when consulting with their advisor in order to determine the best program at Kenai Peninsula Community College. Students who do not know which institution they plan to attend after KPCC are encouraged to work closely with an advisor in their area of interest to determine the best program. (For instance, a student interested in ultimately obtaining a four-year degree in art should consult with an art advisor to plan his/her program at KPCC.) While the degree pattern is intended primarily for transfer students, it can be adapted for the student whose educational goals are uncertain.

Degree Requirements

Credits

A. Communications Requirements

Written Composition	ENGL 111 and 211 or 213	6
Oral Communications	SPCH 111	3
Reading (may be waived with Reading Proficiency Test; page 34 of this Catalog)		(3)

B. General Requirements

Select 9 credits in each of following areas:

Mathematics/Natural Science	9
Humanities	9
Social Science	9
Applied Studies	9

C. Electives 12-15

Choose classes to total 12-15 credits.
Students are urged to choose these
electives with the help of their advisor.

Total Number of Credits Required for Degree 60

NOTE: Advisors are assigned by the Student Services
Office when the student applies for formal admission
to Kenai Peninsula Community College.

Mathematics and Logic

All Mathematics courses, Statistics Courses,
Selected Philosophy Course
(204 only) limited to Logic only

Natural Sciences

Biology, Biological Sciences
Chemistry
Physical Geography
(201, 209 only) (could be limited
course only)
Geology
Physics
Physical Anthropology
Physical Sciences

Social Sciences

Anthropology
*History
Economics
Geography (excluding 201, 209)
Psychology
Sociology
Political Science
Behavior Science

Applied Studies

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

*Can be used under either category but not both.

COURSE CLASSIFICATION

New AA Degree Program

Humanities

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

COURSE DESCRIPTIONS

ACCOUNTING (ACCT)

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

ACCT 051 Introduction to Accounting I(2+2) 3 Credits
To provide an understanding of the fundamentals of accounting and the accounting cycle in its most elementary form. Introducing personal computers in streamlining of the mechanics for an accounting cycle.

ACCT 052 Introduction to Accounting II (2+2) 3 Credits
To present the subsystems and procedures for handling cash receipts, cash payments, and sales as well as the complete accounting cycle of a merchandising business. Streamlining the mechanics for an accounting cycle of a merchandising business will be introduced on a personal computer.
Prerequisite: ACCT 051.

ACCT 106 Automated Accounting with Microcomputers (2+2) 3 Credits
This course is designed to teach students how to use microcomputers to do accounting. Topics include: setting up a computerized system, journals, general ledger, accounts receivable, accounts payable, and payroll.
Prerequisite: ACCT 051 or equivalent.

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+2) 4 Credits
A study of federal income taxes relating to individual citizens of Alaska with emphasis on the preparation of tax returns, tax planning and analysis of selected tax problems.
Prerequisites: ACCT 201 or equivalent; may be waived if adequate experience is shown.

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 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 201, or permission of the instructor.

ADULT BASIC EDUCATION (ABC)

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 200 Anthropology of Alaskan Natives (3+0) 3 Credits
Ethnohistory of Alaska Natives including environmental setting, linguistic subdivisions, cultural variations and contact with other groups.

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

ANTH 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.

ANTH 210 Introduction to Anthropological Linguistics (3+0) 3 Credits
Introduction to concepts in anthropological linguistics. This course examines approaches to representing structures of languages of the world and topics such as folk taxonomies, typologies, kinship, communicative interaction, and language change and variation all in relation to cultures and societies.

ANTH 280 Technology and Culture (3+0) 3 Credits
An overview of the historical, psychological, social and philosophical aspects of technology and its impact on culture.

ART (ART)

ART 101 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 Beginning Drawing (1+4) 3 Credits
Introduction to basic elements in drawing. Emphasis on a variety of techniques and media.

ART 123 Beginning Watercolor Painting (1+4) 3 Credits
Exploration of the materials of watercolor as an expressive painting medium. Concentration is on individual projects in color, value, technique, and texture.

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

ART 131 Beginning Sculpture (1+4) 3 Credits
Introduction to sculpture using wood, stone, metal, plastic, and wire. Designed to make students aware of materials and tools required for execution of sculpture. Recommended prerequisite: Three-dimensional design course.

ART 133 Beginning Printmaking (1+4) 3 Credits
Introduction to the concepts and techniques of printmaking. Each semester concentrates on two of the following major processes: collagraphy, linocut, woodcut, wood engraving intaglio (etching, engraving, drypoint, aquatint) or serigraphy (silk-screen, stencil). Recommended prerequisite: Drawing and design courses.

ART 151 Fundamentals of Photography (1+4) 3 Credits
Use of camera, light meter, and darkroom; theory of photography; photographic history. Students provide own cameras.

ART 160 Art Appreciation (3+0) 3 Credits
This is a course designed for the non-art major. It should stimulate thought and develop an appreciation of all the visual arts. Rather than chronological study, emphasis is on how art is useful in everyday life, how it speaks, and what it means.

ART 161 Two-Dimensional Design (1+4) 3 Credits
Study of organization, structure and composition of form through use of basic design elements such as line, shape and value. Emphasis on development of design as related to two-dimensional art.

ART 162 Color Theory (1+4) 3 Credits
Two-dimensional study of fundamentals of color and visual perception. Includes understanding contrast, color mixing and development of color wheel.

ART 163 Three Dimensional Design (1+4) 3 Credits
Studio work in sheet metal, plaster, plastic, paper, wire, and other materials, emphasizing elements of three-dimensional design.

ART 201 Intermediate Ceramics (1+4) 3 Credits
Continuation of basic ceramics with emphasis on potter's wheel, glaze calculations, and design as related to pottery. Prerequisite: ART 101 or permission of instructor.

ART 203 Ceramic Sculpture (1+4) 3 Credits
Use of clay as sculptural medium. Wheel-thrown, coil, slab and other techniques as well as mural, architectural and free-standing design. Prerequisite: ART 101 or permission of instructor.

ART 205 Intermediate Drawing (1+4) 3 Credits
Exploration of composition and creative interpretation of subjects. Prerequisite: ART 105 or permission of instructor.

ART 219 Life Drawing (1+4) 3 Credits
Problems in drawing from live models to explore possibilities in design and composition. Emphasis on form in spacing using charcoal, pencil, brush, and other media. Prerequisite: ART 105 or permission of instructor.

ART 223 Intermediate Watercolor Painting (1+4) 3 Credits
Development of individual approach to watercolor media. Prerequisite: ART 123 or permission of instructor.

ART 225 Intermediate Painting (1+4) 3 Credits
Continued development of expressive skills in painting in any media. Emphasis on pictorial and conceptual problems. Prerequisite: ART 125 or permission of instructor.

ART 251 Intermediate Photography (1+4) 3 Credits
Use of photographic tools, cameras and darkroom for understanding the expressive qualities of the graphic image; special attention to the individual's personal response to visual elements; readings in photography. Prerequisite: ART 151 or permission of instructor.

ART 252 Color Photography (1+4) 3 Credits
Advanced techniques in color transparencies and color printing; creative use of color. Prerequisite: ART 151 or permission of instructor.

ART 261 History of World Art Survey I (3+0) 3 Credits
Origins of art and its development through the Renaissance.

ART 262 History of World Art Survey II (3+0) 3 Credits
The development of art from the post-Renaissance to the present.

ART 291 Art Activities 1-6 Credits

By mutual agreement with an instructor prior to registration the student undertakes directed activities to further extend involvement in studio practices such as studio management, art materials preparation, exhibit installation, or general instructional assisting. This is not intended as an independent study or individual projects class but as an extension of a class in which the student is enrolled.

AVIATION TECHNOLOGY (AT)**AT 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 Regulation, FAA Airman's Information Manual (AIM), radio communications and radio navigation.

AT 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.

Prerequisite: AT 100 or instructor permission.

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.

Prerequisite: BIOL 105.

BIOL 111 Human Anatomy and Physiology I

(3+3) 4 Credits

An introduction to human structure and function. The integumentary skeleton, 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.

BUSINESS ADMINISTRATION (BA)

BA 166 and 231 are offered each year; most class will be offered at least once every two years. BA 123, 151, 206, 221, 256, and 280 may be offered less frequently.

BA 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.

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

A broad overview of the bank's overall operations and various job levels within the banking system.

BA 106 Inside Commercial Banking (3+0) 3 Credits

An introductory course in banking. Topics include: importance of "full service" commercial banking in today's economy, efforts banks are making to anticipate and manage change, the basic difference between banking and other industries, banking terms, the extent to which commercial banks are controlled, regulated and examined, and social responsibility as it affects banks.

BA 111 Financial Investments: Personal

Finance and Money Management (3+0) 3 Credits

Personal Finance and Money Management is a television course for college credit. Students will learn the basics of budgeting and buying, the intricacies of home ownership, income tax and investments, and the wise use of insurance, wills and trusts.

BA 123 Income Tax for the Individual

(Seminar) (1+0) 1 Credit

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

BA 151 Introduction to Business (3+3) 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.

BA 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.

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

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

BA 168 Retail Store Management (3+0) 3 Credits

The characteristics and significance of retailing are explained, including strategic planning, marketing concepts, merchandise planning and management, aspects of retail promotion (publicity, display, personal selling, and sales promotion), pricing, the adaption of retail business to change, and retail business application of electronic data processing.

BA 204 Money and Banking (3+0) 3 Credits

Presents the basic economic principles most clearly related to the subject of money and banking with topics of interest to bank management. Stresses the practical application of economics of money and banking to the individual bank.

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

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

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

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

BA 222 Real Estate Investment and Taxation (3+0) 3 Credits

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

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

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

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

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

BA 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.

BA 241 Business Law (3+0) 3 Credits

This course is intended to provide a fundamental knowledge of business law principles. It is directed at developing a basic understanding of how the judicial process operates, principles of contract, property and uniform commercial law.

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

Role of marketing in society and economy with the business firm as a marketing system. The total product/package, pricing, distribution and promotional policies.

Prerequisite: BA 151, 166 or permission of instructor.

BA 256 Financial Planning and Control(3+0) 3 Credits

The overall plan stated in terms of costs and revenue. Foundations for effective budgeting, management tool prerequisites, goals, objectives, programming, structure, accounting system and formal procedures for control. Description of budgeting systems, processes and budget cycle formulation, development, preparation, review, approval, implementation and control.

Prerequisite: ACCT 201, BA 151, BA 166, or permission of instructor.

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

Organization of management, managerial functions in operations, division of responsibility, vertical and horizontal theory, managerial leadership and personnel functions, business control and procedures, basic management problems.

BA 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 algebra or MATH 055 or instructor permission.

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 with BASIC (2+2) 3 Credits

A computer literacy course covering computers, software, information processing and computer programming in BASIC. The student will have extensive hands-on use of available computer software on micro- and large computers in a scheduled supervised lab.

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

CIS 106 BASIC Programming (3+0) 3 Credits
A comprehensive introduction to the BASIC computer programming language including disk file handling and graphics on large scale and microcomputers. The student will design, write, test and debug BASIC programs.
Prerequisite: CIS 103 or instructor permission.

CIS 138 Introduction to Technical Microcomputing (3+0) 3 Credits
Provides the student with a survey of the field of microcomputers from a technical viewpoint. Coverage includes terminology, number systems, basic microcomputer architecture, assembly language programming, the S-100 bus system and CP/M operating system. An introduction to the BASIC programming language is included.
Prerequisite: CIS 101 or advisor permission.

CIS 155 Application Program Development I (3+0) 3 Credits
An introduction to computer programming in a business environment. Emphasis on the fundamentals of structured program design, development, testing, implementation, and documentation of common business-oriented applications using COBOL. Discussion and application of top-down design strategies and structured programming techniques for designing and developing problem solutions. Coverage of language syntax, data and files structures, input and output devices, and operating system facilities for implementing batch programs for report generation, input editing, table processing, and sequential file creation and access.
Prerequisite: CIS 101.

CIS 190 Microcomputers (1+0) 1-3 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 255 Applications Program Development II (3+0) 3 Credits
Emphasis on structured methodology of program design, development, testing, implementation, and documentation of common business-oriented applications using COBOL. Includes coverage of sequential and random access files and processing techniques and development of programs and systems of programs for batch and interactive environments.
Prerequisite: CIS 155.

CIS 260 Systems Analysis Methods (3+0) 3 Credits
Overview of the system development life cycle. Emphasis on current system documentation through use of both classical and structured tools/techniques for describing process flows, data flows, data structures, file designs, input and output designs and program specifications. Discussion of the information gathering and reporting activities and of the transition from analysis to design.
Prerequisite: CIS 155 or CIS 101 and CIS 106 or CIS 107.

CIS 290 CIS Seminar and Project (3+0) 3 Credits
This course will afford the student the opportunity to apply his/her skills in a simulated professional environment. Each student will prepare a research report and an oral presentation on the report. Each student will develop and document a software project. There will be individual meetings weekly with the instructor.
Prerequisite: CIS 255 or CIS 101 and CIS 106 or CIS 107. Co-requisite: CIS 260.

DANCE (DNCE)

DNCE 101 Introduction to Dance (1+3) 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 (1+3) 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 (1+3) 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 (1+3) 2 Credits
Designed to improve techniques, alignment, and strength combining modern and ballet movement.
Prerequisite: DNCE 103 or permission of instructor.

DNCE 205 Intermediate Jazz Dance (1+3) 2 Credits
Continuation of DNCE 105
Prerequisite: DNCE 105 or permission of instructor.

DNCE 206 Advanced Jazz Dance (1+3) 2 Credits
Designed to explore various theater dance styles based on music from Broadway and movies.
Prerequisite: DNCE 205 or permission of instructor.

DNCE 207 Advanced Modern Dance (1+3) 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** and **ECON 122** 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 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.

ELECTRONICS TECHNOLOGY (ET)

All pre-100 ET 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 for students to explore electronics as a possible career choice. A placement test is required for all incoming students.

ET 050A Using Basic Electronics: Theories and Laws (0+2) 1 Credit

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.

ET 050B Identifying Electronic Components and Circuit Configurations (0+2) 1 Credit

Student demonstrates knowledge of electronic components and circuit configurations from schematic diagrams and pictorials.

ET 050C Application of Basic Electronic Theories and Laws (0+2) 1 Credit

Student demonstrates knowledge of application of basic electronics theories and laws to calculate circuit characteristics.

ET 101 Basic Electronics: DC Physics (3+2) 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.

Prerequisite: MATH 055 or equivalent.

ET 102 Basic Electronics: AC Physics (3+2) 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: ET 101.

ET 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.

ET 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.

Prerequisite: Basic Algebra skills.

ET 200 Residential Wiring (2+2) 3 Credits

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

ET 151 Basic Electricity (3+2) 4 Credits

ET 151 is designed as a first course in electricity for the non-electronics major. The course covers basic D.C. and A.C. theory including series, parallel, and series parallel circuits, reactance, impedance and selected circuit analysis techniques.

This lab will emphasize practical measurement with meters and oscilloscopes.

Prerequisite: MATH 055 or equivalent.

ET 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.

Prerequisite: Concurrent enrollment in or completion of ET 245 or instructor permission.

ET 207 Rotating Machinery (3+0) 3 Credits
Theory of operation of D.C. motors and generators, A.C. singlephase motors and generators, A.C. polyphase motors. Course includes operating characteristics of the devices stressing application.
Prerequisite: ET 102.

ET 210 Communication Techniques (3+0) 3 Credits
Basic communication theory as applied to AM, FM and SSB receivers and transmitters including television. Designed for students interested in obtaining an FCC license.
Prerequisite: ET 245 or instructor permission.

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

ET 231 Microcomputer Interfacing (3+0) 3 Credits
This course deals with the problems of communication between the computer operating system environment and the real-time, outside world. Topics specifically covered include: serial communication, analog/digital and digital/analog conversions, discrete input/output multiplexing, and bus architecture.

ET 245 Basic Electronics (3+2) 4 Credits
ET 245 is designed to give the student a broad background in semiconductor devices. Coverage includes diodes, transistors, FETs and operational amplifiers. The lab will emphasize troubleshooting techniques of practical semiconductor circuits.
Prerequisite: ET 101 or ET 151.

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

ENGINEERING DESIGN DRAFTING (EDD)

EDD 170 Drafting Technology I (3+3) 4 Credits
This is the first of the series of design drafting courses required for an Associate of Applied Science degree in design drafting with process industry emphasis.

The course includes beginning drafting technology with introduction to the various aspects of drafting such as terminology common to the industry, conventions of drafting, proper use of tools, dimensioning, tolerances, multi-view drawing with instruments and working drawings.
Prerequisite: Math Clearance Test.

EDD 171 Drafting Technology II (3+3) 4 Credits
This is the second of the series of design drafting courses required for an Associate of Applied Science degree in design drafting for the process industry. It includes advanced drafting technology, statics and strength of materials, vector graphics, intersections and developments, and elements of descriptive geometry.
Prerequisite: EDD 170.

EDD 172 Civil Drafting (3+3) 4 Credits
This is the third of the series of design drafting courses required for an Associate of Applied Science degree in design drafting with process industry emphasis. The course includes civil drafting, underground piping, survey data, roads and foundations.
Prerequisite: EDD 171.

EDD 173 Structural Drafting (3+3) 4 Credits
This is the fourth of the series of design drafting courses required for an Associate of Applied Science degree in design drafting with process industry emphasis. The course includes structural drafting, steel detailing, steel design, working drawings and use of structural codes.
Prerequisite: EDD 172.

EDD 271 Process Piping I (3+3) 4 Credits
This is the fifth of the series of design drafting courses required for an Associate of Applied Science degree in design drafting with process industry emphasis. The course includes drafting piping components, flow diagrams, piping isometrics, plans and sections.
Prerequisite: EDD 173.

EDD 272 Process Piping II (3+3) 4 Credits
This is the sixth in the series of design drafting courses required for an Associate of Applied Science degree in design drafting with process emphasis. The course includes pipe drafting, piping design for stress requirements, piping flexibility design, and pipe support design.
Prerequisite: EDD 271.

EDD 288 Computer-Assisted Drafting 4 Credits
This course covers introduction to computer language, initial operational procedures, initial training by worksheet, and hands-on application. Basic application in drafting from the user's manual included.
Prerequisite: Instructor permission.

ENGLISH (ENGL)

All pre-100 English courses are offered in the Learning Skills Center on an open-entry/open-exit basis at self-paced rate. 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: i.e. ENG 067 and ENG 068 do not fulfill the written composition requirements for the Associate of Arts degree.

ENGL 044 Penmanship Non-credit

This course is designed to help students turn in college assignments which are readable. Practice is tailored to an individual's skill level as determined by a diagnostic writing sample.

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 Introduction to Composition (0+2) 1 Credit

This is a 3-credit course divided into three modules, each worth one (1) credit. Prepares the student for ENGL 068 or ENGL 111 depending on achievement of the competencies. The student has the option of attending a scheduled class or working one-to-one with an instructor.

ENGL 067A Basic Writing Strategies (0+2) 1 Credit

This individualized course is designed for the beginner or professional who finds it hard to get the written words out. Basic exercises get students writing. Emphasis is on individual assignments which relate to student's field of study. Prerequisite: Instructor Approval.

ENGL 067B Grammar (0+2) 1 Credit

This course emphasizes a review of grammar, punctuation, sentence structure, and basic writing skills.

ENGL 067C Sentence Structure and Variety (0+2) 1 Credit

Students integrate skills with vocabulary and grammar to create a wide variety of sentences. Emphasis is on using appropriate sentence structure for a particular purpose.

ENGL 068 Developmental Composition (0+2) 1 Credit
Enrollment in this course is by referral only. Students are placed in ENGL 068 from ENGL 067 or by referral of an instructor for practice in specific skills.

ENGL 068A Punctuation (0+2) 1 Credit

Activities are aimed at in-depth practice of punctuation skills. All practice is done within writing assignments. Students work individually on their own specific skill areas which they need to develop.

Prerequisite: Placement or referral.

ENGL 068B Paragraph Composition (0+2) 1 Credit

This course provides practice on using various forms of paragraph development for specific purposes. Whenever possible, assignments will be given which have applications practical to a student's course of study or degree.

Prerequisite: Placement or referral.

ENGL 068C Essay Composition (0+2) 1 Credit

This course provides the student with practice on combining paragraphs into essays. Emphasis is on the forms essays may take and choosing the most appropriate form for a particular purpose.

Prerequisite: Placement or referral.

ENGL 070 Notetaking (0+2) 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.

Prerequisite: Placement or referral.

ENGL 071 Time Management (0+1) .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 (0+1) .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 (0+2) 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 (0+2) 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 (0+2) 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 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. Prerequisite: Placement.

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 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 (FS)

FS 115 Wildland Fire Management (2+1) 3 Credits
Course is designed to train the student to function as a fire crew boss or to fight 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 only through the Alaska Vocational Technical Center in Seward. (See Forestry Technology)

FOREST TECHNOLOGY (FORT)

NOTE: The following FORT courses are offered only at the Alaska Vocational Technical Center (AVTEC) in Seward, Alaska. The courses do not meet on KPCC's campus.

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 the 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 associations, successional stages, and habitat will be covered. The influence of soil and climate upon survival and growth will be stressed.
Prerequisite: 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 American, origin of life, and succession of sedimentation; principles of stratigraphy and fossils interpretation and use of geologic maps. Includes three (3) hours of laboratory.
 Prerequisite: GEOL 111 or permission of instructor.

GEOL 210 Mining Geology (3+0) 3 Credits
 Mining Geology is a survey of topics that lead to an understanding of the concepts of geology related to minerals, mining and marketing. Major topics include basic geological concepts, mineral identification, general mining techniques and mineral markets.
 Prerequisite: Satisfactory completion of a 100-level course in geology such as GEOL 110, 111, or 112 or instructor permission.

HEALTH SCIENCE (HS)

HS 180 Standard Red Cross First Aid (1+0) 1 Credit
 A sixteen-hour course using a nationally approved Red Cross materials and outlines. Prepares students through classroom and hands on training to handle most situations when emergency first-aid care is needed. Students will be evaluated on their problem solving ability and hands on skills. Class enrollment limited to 15.

HS 181 Coronary-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.

HS 203 Normal Nutrition (3+0) 3 Credits
 An introduction to basic nutritional needs and the sociocultural factors that influence an individual's ability to meet 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 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.

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 of periods with reference to philosophy, science, art, and music.

MATHEMATICS (MATH)

MATH 050 and one section of MATH 055 are offered in the Learning Skills Center on an open-entry/open-exit basis at a self-paced rate. 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; i.e. MATH 050 and MATH 055 do not fulfill the mathematics requirements for the Associate of Arts degree.

MATH 050 3 Credits
MATH 050 is a three-credit (3) course divided into six half-credit (.5) modules, which may either be taken together as a block or separately. Together, these modules cover arithmetical skills as a prelude to a beginning algebra course (055).

050A WHOLE NUMBERS
This module is designed to provide basic instruction in addition, subtraction, multiplication, and division of whole numbers.

050B FRACTIONS
This module is designed to develop skills in addition, subtraction, multiplication, and division of fractions, and reviews the use of reciprocals, least common denominators, and mixed numerals.

050C DECIMALS
This module is designed to improve skills in addition, subtraction, multiplication, and division of decimals, and reviews converting fractions to decimals.

050D RATIO AND PROPORTION/PERCENT
This module is an introduction to ratios, proportions, finding rate, interpreting and using percent in proportions and formulas, applications of percent, and converting percent to fractional and decimal notation.

050E AVERAGES, EXPONENTS, AND SQUARE ROOTS/MEASURES (Geometry)

This module is an introduction to problems involving averages and medians, exponential notation, finding squares of numbers, and simplifying square roots. The module also covers American and metric units of measure, plus solving problems involving perimeter, area, and volume of straight lines and circles.

050F INTRODUCTION TO ALGEBRA

This module introduces the use of integers, multiplication and division of integers and rational numbers, absolute value, using integers as exponents, distributive laws and their uses, addition and multiplication principles and their use together, and translating word problems into 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 variables, linear equations and inequalities, polynomials, factoring, rational expressions.
Prerequisites: MATH 050 or placement testing.

MATH 101 Applied Mathematics (3+0) 3 Credits
Applied Mathematics is designed to provide the mathematical skills for those students enrolled in technical and vocational programs. Topics include basic arithmetic, operations with signed numbers, solving equations with one and two variables, formula evaluation and rearrangement, introduction to trigonometry, right triangle trigonometry, solving job-related mathematical problems.
Prerequisite: Placement testing at the MATH 055 level or above.

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 055 or placement through testing.

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's 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.

MECHANICAL TECHNOLOGY (MECH)**MECH 101 Intro to Machine Shop (2+4) 4 Credits**

Intro to Machine Shop Practice will give the student experience in the fundamentals of machine shop practice. Safety, precision, measurement, metallurgy, and bench work will be taught along with basic operation of the lathe, vertical mill, radial drill, band saw, cut-off saw and drill press.

MECH 102 Intermediate Machine Shop (2+4) 4 Credits

A continuation of shop experience to include carbide tools, tapers, gears, broaching, reaming and fits. More complex shop projects will be completed by the student. Safety will be stressed.

Prerequisite: MECH 101 or instructor's permission.

MECH 110 Reciprocating Engines (2+2) 3 Credits

Theory and application of reciprocating engines and their auxiliary systems. Disassembly and reassembly of engines. Regular maintenance routines. Primarily oriented toward large diesel and natural gas stationary engines.

Prerequisites: MATH 101 or equivalent; PETR 170; and MECH 101 or instructor's permission.

MECH 120 Pumps (2+2) 3 Credits

Operations, maintenance, commissioning and troubleshooting of centrifugal and positive displacement pumps. Disassembly and reassembly of pumps, bearings, packing, and mechanical seals.

Prerequisite: MATH 101 or equivalent; PETR 170; PETR 270; and MECH 101 or instructor's permission.

MECH 121 Compressors (2+2) 3 Credits

Operations, maintenance and troubleshooting of centrifugal, axial flow, and positive displacement compressors and their auxiliary systems.

Prerequisites: MATH 101, PETR 170, PETR 270, and MECH 101 or instructor's permission.

MECH 201 Advanced Machine Shop (2+4) 4 Credits

Advanced Machine Shop projects will be completed by students to include surface grinding, heat treatment of metals, hardness testing, and jigs and fixtures with a continued emphasis on safety.

Prerequisite: MECH 102 or instructor's permission.

MECH 265 Combustion Gas Turbines (2+2) 3 Credits

Operations, maintenance, and troubleshooting of gas turbine engines and their auxiliary systems. Disassembly and reassembly of engines.

Prerequisites: MATH 101, PETR 170, PETR 270, MECH 101, MECH 121 or instructor's permission.

MECH 266 Steam Turbines (2+2) 3 Credits

Operations, maintenance, and troubleshooting of single and multiple stage steam turbines and their auxiliary systems. Prerequisites: MATH 101, PETR 170, PETR 270, MECH 101 or instructor's permission.

MECH 271 Couplings and Alignment (2+2) 3 Credits

Machinery alignment using face-rim, reverse indicator, and optical methods on single and multiple-train machinery. Principles and troubleshooting rigid and flexible machinery couplings.

Prerequisites: MATH 101, PETR 170, PETR 270, MECH 101, MECH 120 or instructor's permission.

MECH 272 Vibrations and Balancing (2+2) 3 Credits

Fundamentals of vibration analysis on rotating machinery. Shop and field balancing of rotating elements. Theory and application of balancing machines and instrumentation.

Prerequisites: MATH 101, PETR 170, PETR 270, MECH 120, and ET 151 or instructor's permission.

MECH 286 Fundamentals of Corrosion (2+2) 3 Credits

Introduction to corrosion mechanisms and methods of mitigating its effects.

Prerequisites: MECH 101 and ET 151.

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+4) 2 Credits

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+4) 2 Credits

Continuation of MUS 145.

Prerequisite: MUS 145 or permission of instructor.

OFFICE OCCUPATIONS (OO)

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

00 101 Beginning Shorthand (3+2) 4 Credits
Greg Shorthand, Series 90. Beginning Shorthand for secretarial students. Theory and reading practice for students who have no training in Gregg Shorthand.

00 102 Intermediate Shorthand (3+2) 4 Credits
Reinforces basic Gregg principles; emphasis upon speed dictation; transcription introduced.
Prerequisite: 00 101 or equivalent.

00 103 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.

00 103A Elementary Keyboarding (0+2) 1 Credit
This course may be used as an introductory keyboarding course for those with no previous typing experience or as a review course for those who have not mastered touch typing.

00 104 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 designed for students who have mastered touch typing of the alphabet keys.

00 105 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: 00 103 or one year of high school typing or equivalent.

00 106 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: 00 105 or equivalent.

00 109 Word Processing on Apple Computer (0+2) 1 Credit
Students will receive introductory training on selected word processing software for an Apple computer (Bank Street Writer, Applewriter II, or other as available) then use the Apple computer to complete word-processing assignments of their choice.
Prerequisite: This course is to be taken in conjunction with at least one other college class.

00 110 Office Procedures I (3+0) 3 Credits
Duties and responsibilities of the general office employee as well as the personal secretary; knowledge of procedures acceptable to good business standards in the following areas: oral and written communications, typing procedures, work planning, handling the mail, and fulfilling the role of the secretary.

00 131 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.

00 174 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.

00 202 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: 00 102 or 00 174 or equivalent.

00 203 Calculating Machines (1+2) 2 Credits
Basic operation of electronic calculators and their applications in solving business problems.

00 207 Machines Transcription (2+2) 3 Credits
Develop proficiency in the use of machine transcriber with emphasis on mailable transcripts, and speed of transcription.
Prerequisite: 00 105 or ability to type 40 words per minute.

00 208 Word Processing (2+2) 3 Credits
Training on the IBM Displaywriter System, EXXON 520 Information Processor or other word processing system. Introduction to basic principles of word processing and development of skill and confidence using a text-editing machine.
Prerequisite: 00105 or 00 106 or ability to type 50 wpm.

00 210 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: helping with reports, meetings, making travel arrangements, filing and records management, human relations in the office, and exploring possibilities for professional growth and advancement.
Prerequisite: 00 110.

00 212 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: 00 105 or ability to type 40 wpm.

00 214 Legal Machine Transcription (2+2) 3 Credits
Machine Transcription of client and court documents prepared in the law office.
Prerequisite: 00 105 or equivalent or ability to type 40 wpm.

00 220 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.
Prerequisites: 00 101 and 00 103 or equivalent.

00 231 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 business man and his associates, customers, and dealers. Included will be interoffice memos, letters, and reports.
Prerequisite: 00 131 or ENGL 111 and typing ability.

PETROLEUM TECHNOLOGY (PETR)

PETR 105 Petroleum Science I (3+0) 3 Credits
Survey of the physical and chemical properties of hydrocarbon gases and liquids. Introduction to fluid flow as applied in processing including head, friction, and fluid power. Introduction to basic unit processes such as two-phase and three-phase separation.
Prerequisite: MATH 055 or permission of instructor.

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, lights and recovery, gas fired equipment, combustion theory, and operation of typical gas synthesis facility.
Prerequisite: PETR 105 or permission of instructor.

PETR 120 Surface Oilfield Equipment I (3+0) 3 Credits
A first course specializing in oilfield equipment and terminology for drilling-related activities. Course includes detailed operation and function of rotary drilling rig, drilling fluids, casing and cleaning techniques, well completion methods, and the well head. Knowledge of major surface and downhole equipment.

PETR 121 Surface Oilfield Equipment II (3+0) 3 Credits
Continuation of Surface Oilfield Equipment I. Emphasis is placed upon post-drilling operations such as well stimulation fundamentals, well logging and wireline procedures, knowledge of waterflood and gas lift procedures and equipment, introduction to fishing and directional drilling.
Prerequisite: PETR 120 or permission of instructor.

PETR 130 Chemical Plant Operations 3 Credits
A first course for the beginning chemical plant operator. Emphasis on chemical plant operations involving chemical synthesis. Present course is directed 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 instructor.

PETR 140 Industrial Process Instrumentation I (3+0) 3 Credits
An introduction for the beginning student to 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 142 Process Instrumentation for Engineers 3 Credits
Process Instrumentation for the mechanical or chemical engineer who desires exposure to the functions of automatic control systems in the modern dynamic process plant. A familiarization in today's industry.
Prerequisites: Must be presently engaged in or recently familiar with industrial plant operations, design, or maintenance. Interview with instructor.

PETR 144 Industrial Process Instrumentation II (1+6) 3 Credits
A continuation of PETR 140 with more emphasis on the use of instrumentation, calibration procedures, maintenance and repair of instruments, and the use of test equipment. An introduction to a wide variety of instruments.
Prerequisites: Successful completion of PETR 140 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 petrochemical industry.

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

PETR 170 Fundamentals of Mechanics (2+2) 3 Credits
An introductory mechanical maintenance course designed to familiarize the student with basic maintenance skills. Also includes general knowledge of bearings, drive components, lubrication, rigging and internal combustion engines. Shop practice included.

PETR 225 Reciprocating Engines (2+3) 3 Credits
Gasoline, diesel and gaseous-fueled reciprocating engine components (2- and 4-cycle) will be covered. Supercharged and naturally aspirated engines will be studied in detail. Instruction will be arranged around fuel lubrication, valving, cooling, air and ignition systems. Trouble-shooting and maintenance of engines not requiring extensive mechanical disassembly of major components will be emphasized.

PETR 227 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 basis physics of logging tools and data acquisition, and elementary analysis of both open and cased hole logs.

Prerequisite: Permission of instructor.

PETR 228 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, completion calculations, recovery predictions, abandonments, mapping and deviation surveys.

Prerequisite: Permission of instructor.

PETR 229 Production Engineering 3 Credits

This course is a continuation of PETR 228. Subject matter will cover analysis and remedial work performed throughout the life of hydrocarbon reservoirs, introduction to artificial pressure maintenance, and waterflood.

Prerequisite: Permission of instructor.

PETR 230 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.

Prerequisite: PETR 105 and PETR 140.

PETR 231 Production Plant Operations (2+3) 3 Credits

A first course in production/plant operations. The student is introduced to equipment related to operations with start-up and shut-down procedures using process simulation. Interpretation of typical flow sheets is required.

Prerequisite: PETR 105 and PETR 140.

PETR 235 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: PETR 105 or instructor permission.

PETR 240 Industrial 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 140, 144, with at least a C average or special permission from instructor after interview.

PETR 244 Industrial 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 250 Pumps and Compressors (2+3) 3 Credits

The construction of various types of pumps and compressors, including reciprocating and centrifugal axial, screw vane, lobe and eccentric impeller, will be studied. Maintenance techniques relating to trouble-shooting and replacing seals, packing, bearings, wear rings and impellers, seal oil systems, lubricating systems, material isolation and balancing methods will be introduced and practiced in the laboratory.

PETR 265 Gas Combustion Turbines (2+3) 3 Credits

This course is primarily concerned with the construction details, troubleshooting and maintenance of stationary gas turbines in the 3-5K HP class. The instruction is arranged around the primary systems: fuel, lubrication, air, control and rotating elements. Once familiar with the typical construction details of the machine, the student will be able to trouble-shoot and repair all elements of the system up to the rotating stack.

PETR 270 Industrial Mechanical Equipment (2+2) 3 Credits

Construction, operations, and maintenance of piping systems, pumps, boilers, turbines, compressors, and hydraulic systems. Shop practice on hydraulic simulators and equipment, pump and compressor disassembly, assembly and alignment.

Prerequisite: PETR 170 or challenge test.

PHYSICAL EDUCATION (PE)

PE 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 101 Physical Science I (3+3) 4 Credits

This is a first of a two semester course with laboratory. It is designed to expose the students to the basic concepts in physics. The student is presented with general knowledge of science rather than an in-depth study of any one field.

Prerequisite: MATH 055 level.

PH S 102 Physical Science II (3+3) 4 Credits

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

Prerequisite: MATH 055 level.

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.

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.

Prerequisite: PSY 101 or instructor permission.

PSY 153 Human Relations (3+0) 3 Credits

An exploration of feelings, attitudes, and behaviors affecting interpersonal relationships in all areas of life, with an emphasis upon in-class experience designed to increase self-awareness, build self-esteem, and enhance relationship skill.

PSY 213 Psychology of Women (3+0) 3 Credits

This course invites the participant to examine the traditional sex roles and to define woman in contemporary society. Classes will include theory presentations as well as experiential exercises.

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 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 101 or instructor permission.

PSY 265 Abnormal Psychology (3+0) 3 Credits

This topical course will cover various perspectives of abnormal psychological behavior. Students will examine the multiple causes of abnormal behavior. Includes personality disorders, schizophrenia, organic mental disorders, mental retardation, childhood and adolescent disorders, and addictive disorders. Clinical assessment and treatment of these behaviors will be examined.

Prerequisite: PSY 101 or instructor permission.

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 institution of family, economy, politics, education, religion, and major social trends.

Prerequisite: SOC 101.

SPEECH (SPCH)

SPCH 111 Fundamentals of Oral Communication

(3+0) 3 Credits

An introduction to the theory and practice of the processes of interpersonal, group, and public communication; focusing on the effective elements of language and culture.

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 (SVIC)

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.
NOTE: Offered only through the Alaska Vocational Technical Center in Seward. (See Forestry Technology on page 23.)

THEATRE ARTS (THR)

THR 101/102 Theatre Practicum (1+3) 1-3 Credits
 Participation as cast or crew of a theatrical production; hours variable, depending on responsibilities assigned; course work matches the rehearsal/production schedule of the production. Practical, experiential training in theatre.

THR 121 Acting I (3+0) 3 Credits
 Acting techniques (movement, voice production, scene studies, relaxation and awareness exercises, characterization.) Emphasis on basic skills and on continuing development of the performer's skills.

THR 141 Basic Stagecraft (3+0) 3 Credits
 The beginning course in technical theatre. Materials of scene construction, painting: The use of standard materials.

THR 201/202 Theatre Practicum (1+3) 1-3 Credits
 Participation as cast or crew of a theatrical production; hours variable, depending on responsibilities assigned; course work matches the rehearsal/production schedule of the production. Practical, experiential training in theatre.
 Prerequisite: THR 101/102.

THR 221 Acting II (3+0) 3 Credits
 Characterization techniques, emphasis on physical and emotional development of characters. A continuation of THR 121.
 Prerequisite: THR 121 or permission of the instructor.

THR 243 Scenery and Lighting Design (3+0) 3 Credits
 Fundamental principles of design for the stage, including drafting designs, theory, and practice.
 Prerequisites: THR 141 or permission of 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 Credits
 Combustion characteristics and heat values of fueled 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 Arc 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 Layout, Fitting, and Fabrication 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) 4 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 up and down.

WELD 122 Advanced Pipe Welding (2+6) 4 Credits
 Continuation of pipe layout welding vertically up to an ASME standard with low hydrogen and XX10 electrodes. Choice of continuation of vertical down methods.

WELD 125 Blueprint Reading for Welders (3+0) 3 Credits
 Blueprint Reading for Welders is a basic course covering structural, piping and fabricated components that are welded. Freehand sketching of objects and projects will be done throughout the course. Welding symbols and their applications will be stressed.

WELD 161 Gas Metal Arc Welding (MIG CO2) 4 Credits
 Introduction to the welding of mild steels with the semi-automatic gas metal arc welding process, using CO2 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 variables, 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 193 Technical Math for Welders (3+0) 3 Credits
Technical Math for Welders is a course for beginning students who wish to learn fabrication layout. Fabrication of structural steel, piping, tanks and sheet metal will be discussed and learned through hands-on projects.

WELD 285 Introduction to Welding Metallurgy (2+2) 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.

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 and/or legal guardian, high school counselor and the Dean of Student Services.
 - a. Please note that any student participating in the high school student program will receive community college grades and a community college transcript.
 - b. Any duplication in the use of community college credits by high school students to satisfy pre-college requirements is unrelated to the use of these credits at the community college level.

Admission and Registration Procedures

Persons eligible for enrollment at Kenai Peninsula Community College must complete registration according to the prescribed procedures and pay fees as determined by the college 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 which are not part of the regular academic calendar will be arranged prior to the beginning of such sessions.

New students planning to enroll full-time (12 semester hours or more), upon initial admission, must submit an application for admission form.

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

The college will, at its discretion, determine whether transfer courses are adequate to cover majors offered at KPCC.

Medical examinations are not required.

Part-time students, those enrolling for 11 credit hours or less, are subject to the academic regulations of the college. They may become degree candidates by meeting admissions requirements.

Admission requirements for special courses, program seminars, workshops, etc., are determined by the division sponsoring such programs. Further information relating to special courses admission requirements may be obtained from the sponsoring division or the KPCC Student Services Office.

FORMAL ADMISSION TO DEGREE OR CERTIFICATE PROGRAMS

To be admitted to a degree or certificate program, 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 Admissions within a specified time period. (See page 3, academic calendar.) 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 transcripts from all other Colleges and Universities sent to the office of Admissions.

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.

RESIDENT 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 approved 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.

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 or certificate program. The College may accept, by transfer, credits from other accredited institutions when the combined grade point average of those courses submitted by the transferring student reaches 2.0 or above. Where possible, transfer credit will be equated with Kenai Peninsula Community College courses. Students will choose which courses they will transfer in consultation with their advisors.

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:

Student must follow the admission procedures outlined above and

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 submit official transcript from each school previously attended.
3. The student may be requested to furnish a college catalog from each school previously attended.

CORRESPONDENCE CREDIT

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

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 courses, 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.

CATALOG REQUIREMENT FOR READING

Students, upon application for entry into degree program, shall take the KPCC Reading Proficiency Exam for the A.A. or A.A.S. degrees. Students who score at Levels I or II will take the appropriate Reading Course(s) leading to acquisition of three (3) credit hours in 100 level Reading course work. Students who score at Level III may waive the three-credit hours in reading requirements and replace these credit hours with elective credit hours as needed to fulfill their degree requirements.

DIAGNOSTIC TESTING AND PLACEMENT

Some degrees and certificates require a minimum competency in Math, Reading and/or Written Composition. Before applying for these programs, students must demonstrate proficiency through placement examinations administered by the Learning Skills Center. Students performing below a minimum level in one or more of these areas will be advised to take the equivalent preparatory course to improve performance in the deficient area. Students must have the placement results prior to registering for Math, Reading and/or Written Composition courses.

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 as 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 admission 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 (INC) 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 ensure their equitable treatment in the exercise of that right.

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

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.

CANCELLATION OR SCHEDULING OF CLASSES

Kenai Peninsula Community College reserves the right to cancel; combine; to change the instructor, time, date, or place of the 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
Kenai Peninsula Community College
P.O. Box 848
Soldotna, Alaska 99669

TUITION and FEES

CREDIT CHARGES AND CONSOLIDATED TUITION

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

Other Fees

Admission Fee.....	\$10.00
Student Activity Fee:	
12 credits and over (per semester).....	18.00
1 credit to 11 credits....	\$1.50/credit to 18.00
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 materials-use fee in addition to the normal credit-hour charge.

Fee Explanation

All fees are approved by the Board of Regents of the University of Alaska Statewide System of Public Higher Education. The college reserves the right to change or add to its fee assessment and refund policies at any time. Fee assessment 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 of 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.

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.

Waiver of Late Fees

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

Laboratory or Material Fees

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

Financial Obligations

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

Payment of Tuition and Fees

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

Students who have difficulty in meeting these charges and have a good credit record at the college have the alternative of requesting a deferred payment plan. The request should be made in writing prior to the registration process.

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

REFUND/WITHDRAWALS

Students must officially drop or withdraw from class(es) in order to qualify for a tuition refund (except for cancelled classes). Refunds are issued based on the following schedule. Refunds, requests and/or questions should be directed to KPCC's Business Office:

Prior to first day of classes	100% tuition & fees
First week of classes	90% tuition only
Second week of classes	50% tuition only
After the second week of classes	No refund

All withdrawals must be student-initiated. Students who do not officially withdraw from a course will have an "F" recorded as their final grade.

Lab/material fees and student activity fees are not refundable.

For classes 3 days or less in length, a full refund will be given only if the withdrawal is completed prior to the first scheduled class prior to the first class session. No refunds will be made for withdrawals after the start of the class. For courses which are one week or longer in duration, yet do not meet for the entire semester, students will receive a full refund by dropping the class prior to the first class meeting.

Senior Citizen Waiver of Tuition (Gold Card)

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 number of credits in which a senior citizen may enroll other than the normal academic limit.

To Qualify:

Applicant must be a resident of the State of Alaska for one (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.

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 outlines below. Students must officially drop or withdraw from classes (including those cancelled by the College) in order to qualify for a tuition refund.

Add/Drop Policy for Seminars and Short Courses

For those classes that are three (3) days or less in length, refund (full) will be given only if the withdrawal is completed prior to the first scheduled class session.

No refunds will be made for withdrawals after the start of the class.

For courses which are one week or longer in duration, students will receive a full refund by dropping the class prior to the first class meeting.

Students will receive a fifty (50% percent refund if they drop the class prior to the end of the first half of the course.

Example: If a course meets for eight meetings, to receive a fifty percent refund a student must drop the class prior to the beginning of the fifth class meeting.

ACADEMIC REGULATIONS

Academic Petition

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

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

Petition forms are obtained from the Student Services Office in the Center for Student Development.

Class Attendance Regulations

The responsibility for class attendance is 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.

Class Standing

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

Freshman	0-29 credits
Sophomore	30-60 credits

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

Study Load

Students normally may register for 18 semester hours of credit (nine semester hours in the summer semester). Students wishing to enroll for more than 18 semester hours per semester (more than nine semester hours in summer semester) must submit an approved overload petition signed by the Student's Advisor and the Dean of Student 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.

Full-Time/Part-Time Status

An undergraduate student who enrolls for 12 or more semester hours of credit 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 six (6) credit hours is considered a full-time program.

Access to Student Records

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

Public information or directory information is disclosed on a routine basis unless the student requests, in writing, to the Student Services Office that such information not be released. Students are given the option to release the information every semester at registration. No directory information will be released during the first five working days of each semester. After that time, such information will be available for release unless requested not to do so. The following is considered directory information.

1. Name
2. Address
3. Telephone
4. Dates of attendance
5. Major field(s) of study

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 Records, Support Services, KPCC; and in the CCREE Office of Admissions and Records, 3605 Arctic Boulevard, No. 420, Anchorage, Alaska. Financial records are located in the Student Services Office, KPCC, and in the Financial Aid Office, CCREE, 3605 Arctic Boulevard, No. 420, Anchorage, Alaska. Individual departments also maintain information pertaining to grades, correspondence, advisors, and major lists. The President, Dean of Student Services, Dean 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.

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.

Reading Requirement

Students, upon application for entry into degree program, shall take the Reading Proficiency Exam for the A.A. or A.A.S. degrees. Students who score at Levels I or II will take the appropriate reading course(s) leading to acquisition of three (3) credit hours in 100-level Reading course work. Students who score at level III may waive the three-credit hours in reading requirements and replace these credit hours with elective credit hours as needed to fulfill their degree requirements.

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 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 application 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 degree program.

Credit/No-Credit Option

The purpose of KPCC's credit/no-credit option is to encourage students to broaden their education by venturing into subject areas outside their field of specialization without risking a relatively low grade.

A student may, with the consent of the instructor and the student's advisor, choose to take one course per semester on a credit/no-credit basis, provided the course is elective for his/her major.

A clearance form must be filed with the Office of Support Services in order to exercise this option.

Details may be obtained at the office of the data management clerk.

Under the option, a student will be granted a "CR" grade (credit) or an "NCR" grade (no credit). A "CR" grade indicates a student has achieved a grade of "C" or higher in the course.

Students are advised that many colleges and universities refuse to accept credit/no-credit courses when transferring. Students should refer to the respective college or university catalog for more information.

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 or certificate seeking students under the following conditions:

1. For students to pursue a special 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 rescheduling problem created by the College, the Campus President may waive up to \$25 per credit.

Advanced Placement

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.

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. Courses dropped between the second and eighth week will appear on the student's record with a "W". 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. A student who fails to withdraw formally from a course may receive an "F" on his/her permanent record.

Withdrawals are subject to all ADD/DROP and late fees. A student wishing to withdraw from all classes should follow the procedure for "Withdrawal 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. Students withdrawing from courses must process a withdrawal notice through the office of support services.

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

Students withdrawing from the College are not charged drop/add fees.

Course Numbering System

- 001-049 Community interest, pre-college level or developmental courses; Associate degree credit not allowed.
- 050-099 Courses designed for Associate degree or technical certificate.
- 100-199 Undergraduate courses normally taken in the first year.
- 200-299 Undergraduate courses normally taken in the second year.

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: one or more classes in field or developing interest in the area.
- Class Participation: supplement class presentation 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 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 Skills Center Classes

Grading System

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

- A An honor grade; indicates originality and independent work, a superior mastery of the subject.
- B Very good level of performance. Better than average.
- C A satisfactory or average level of performance.
- D The lowest passing grade; indicates work below average quality and performance.
- F Failure. Will count in the grade point average. Must be repeated with a satisfactory grade to receive credit toward graduation.
- I Incomplete--indicates additional work must be performed for satisfactory completion of the course; may be given for unavoidable absence or other conditions beyond the control of the student where work already completed is a grade C or better. Instructors must complete necessary forms for incompletes and grade changes.

The grade for work that is incomplete (I) must be made up within one academic year or otherwise the incomplete becomes a permanent grade.

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

P Pass--Indicates passing work and carries no grade points.

*** NOTE: Pass/Fail Grading Policy**

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

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.

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 grading system such as the pass/fail and pass/no credit systems are to be used.

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

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

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

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 registration status.

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

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

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) 13	P	0	0 32

GPA = 32 divided

by 13

GPA 2.31

*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.

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.

Adding a Course

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

Prerequisite Statement

Many of KPCC's classes list prerequisite(s) which are highly recommended prior to enrollment in that specific class. It is the student's responsibility to review each class he/she registers for and adhere to the prerequisite set forth in KPCC's catalog and course schedule. These prerequisites have been established as a guideline to help students successfully complete their selected program.

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 two weeks of the semester and from Credit to Audit during the first two weeks of the semester.

College Level Examination Program (CLEP)

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

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

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

5. CLEP General Examination are considered non-resident credit.

CLEP Subject Examinations

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

Challenge Examinations

Any student who is currently enrolled and attending Kenai Peninsula Community College on a full-time basis may challenge classes at Kenai Peninsula Community College under the following provisions:

1. Satisfactory completion and submittal of the "Application to Challenge Course" form is a sole responsibility of the student requesting a challenge exam. The student must provide the necessary information and obtain required signatures **only** in the order listed on the application.
2. Challenge examinations will be approved and administered only by full-time instructors. In those cases where full-time faculty members are not available in the discipline, the student will contact the division chairperson to make arrangements for a challenge (or "credit by examination") test.

3. Only courses at the 100-level or above may be challenged. Those courses numbered 193, 194, 293, 294 or courses that are lab sciences or practicums cannot be challenged.
4. Students who audit a class will not be allowed to challenge that same class until the subsequent academic year.
5. Students who undertake the challenge process to receive credit must achieve a grade of "C" or better, as determined by the instructor's current course syllabus and by the instructor administering the examination.
6. Student transcripts will reflect a pass for the course. No grade points are to be awarded.
7. When the grade for challenge is submitted to the registrar clerk, all required materials such as term papers, tests, and other assignments required for the challenge must be attached to the "Application to Challenge Courses" form. This information will become a permanent part of the student's records.
8. If the instructor finds the student has not achieved a passing grade as defined in number six (above), the Data Management Clerk will be so informed. Any student who does not successfully complete a challenge will not be allowed to re-challenge that same course.
9. Credit by examination is considered non-resident credit.

STUDENT AFFAIRS

Academic Advising

The College considers the advising of students to be an integral part of the teaching function and, therefore, an important part of 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.

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.

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.

Student Responsibilities

A Student Handbook containing a statement of rights and responsibilities will be available in 1984. Prior to publication of the Handbook, policies as outlined in this catalog will represent the rights and responsibilities statement.

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, totaling nine hours of work expected for the "three hour" course per week. Lab course requirements differ.

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.

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. Explanation of the grading policy in writing; such grading policy shall not be changed during the semester. A copy of each faculty member's policy shall be maintained in the office of the Dean of Academic Affairs.
6. When and how an instructor can be reached for assistance (office hours).
7. Bibliography and other resource materials available.

One credit (1) represents the satisfactory completion of specific course competencies as determined by the college and approved by the University or the satisfactory completion of:

- 750 Minutes - Lecture instruction with 1500 minutes of outside preparation.
- 1500 Minutes - Lecture-lab instruction with some outside preparation.
- 2250 Minutes - Laboratory instruction with no outside preparation.

Transcripts

An official transcript is available without charge upon the written request of the student to the KPCC Office of Support Services. The transcript will be provided by the Division of Community Colleges, Rural Education and Extension (CCREE) in Anchorage. It will bear the seal of the University of Alaska and the CCREE Director of Admissions and Records. Official transcripts of credit earned at other institutions, high school transcripts and other supporting documents which have been presented for admission or evaluation of credit become the property of the College and are not reissued or copied for distribution.

Since official transcripts are maintained in Anchorage, you may also obtain a transcript by writing directly to:

Division of Community Colleges, Rural Education and Extension, 3605 Arctic Boulevard, No. 420, Anchorage, Alaska, 99503.

Student Services

Student Services are provided for you through the Center for Student Development. For more information call 262-5801 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 Center for Student Development (CSD) 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 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 CSD 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

If you are:

- ...a student or non-student
- ...just out of high school or thinking of a career change
- ...a homemaker returning to school or work

If you want:

- ...to learn more about a particular career
- ...to do computer career searches and games
- ...to learn skills for resumes, cover letters, interviews
- ...to participate in workshops on careers and job preparation
- ...help in designing a course plan for a career
- ...help in deciding which career area is best for you
- ...someone to chat with about your hopes, plans, and fears regarding careers and jobs

Visit with us in the Career Center. We are located in the Learning Skills Center, Room 134. We are looking forward to meeting you and helping you decide on a career with a future that is right for you.

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

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: 262-5801.

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 Student Budget	Married Student Budget
Tuition	\$600	\$600
Fees	36	36
Books/Supplies	270	270
Room	3,150	4,077
Board	2,087	3,888
Transportation	1,152	1,152
Personal	918	1,845
<hr/>		
TOTAL	\$8,213	\$11,868

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 State loan eligibility is not. Be sure and check with the Financial Aid Office to find out what assistance you may be eligible for.

KPCC Satisfactory Academic Progress Policy

Kenai Peninsula Community College believes satisfactory academic progress is the responsibility of the student.

1. To remain eligible for continued financial assistance, all aid recipients must maintain satisfactory academic progress.
2. Satisfactory academic progress is defined as completing the number of credits for which aid was awarded with a cumulative grade point average of 2.0 and a grade point average of no less than 1.5 in any one semester.
3. Failure to maintain satisfactory academic progress will result in the student being put on academic probation. Academic probation means that the student will receive no further funding until he/she has completed a semester with the required number of credits and a minimum grade point average of 2.0.
4. Exceptions to this policy must be requested and approved in writing by awarding agency. The student is responsible for all negotiation with said agency.

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 annual 2.0 grade point average. A student's grade point average cannot fall below 1.5 in any one semester. Failure to meet the minimum academic progress requirement could result in loss of further funding.

Alaska State 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 of the Alaska Commission. The request for a waiver must set out unusual or extenuating circumstances and the director may require documentation. At 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//, 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 or grants, or scholarships, and a 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 to apply 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 five (5) percent.
2. **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.
3. **Emergency Loan Funds.** 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 under graduate programs at in-state and out-of-state institutions. Grants range from \$100 to \$1,500 per academic year.
2. PELL - The PELL Grant program provides funds to eligible undergraduate students attending post-secondary institutions at least half-time. PELL Grants range from approximately \$50 to a maximum of \$1063 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. 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 Financial Aid Office.
5. University of Alaska Foundation Grant. UA Foundation grants are available to students enrolled at least half-time. Applicants must demonstrate financial need and have a cumulative grade point average of 2.0 or better for all previous college course work. Applications are available in the Financial Aid 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.
7. 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.
8. Businesses and community organizations often award scholarships to Kenai Peninsula Community College students. Eligibility is based on criteria established by the donor. Applications and information are available in the Financial Aid Office.

Learning Resources

Learning Skills and Media Center

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 Skills 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.

General Information

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.

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, Dr. Jay Barton, and Dr. Donald O'Dowd, 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 Kalifornsky Beach Road approximately four miles southwest of downtown Soldotna. Extension programs are also being carried on with the help of Local Coordinators in Homer, Seward and Nikishka. Kenai Peninsula campus extends some 185 miles by road from Seward to Homer and across both Kachemak Bay and Cook Inlet.

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.

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, Walter Them, 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 Homemaker 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 substance 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.

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Register

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Statewide System

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President

Al Okeson
Acting Chancellor, Community College,
Rural Education and Extension

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Chancellor, University of Alaska
Fairbanks

David Outcalt, Ph.D.
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Campus President

Catherine Fenton
Dean of Support Services

Thomas H. Wagoner
Dean of Academic Affairs

Kathleen O'Dell
Dean of Student Services

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Homer Coordinator

Janet Trettner
Seward Coordinator

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Dave Hanrahan
Applied Science

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Business Administration

Dave Horne
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President

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Payroll/Purchasing Clerk

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Custodian

Rudy Corona
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Accounts Payable Clerk

Mary Zumwalt
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