

Matanuska Susitna Community College

Catalog 1985-87



**MATANUSKA-SUSITNA
COMMUNITY COLLEGE
OF THE
UNIVERSITY OF ALASKA**

**P. O. Box 899
Palmer, Alaska 99645**

**1985-1987
CATALOG**

**Published
June 1985**

NOTICE

This catalog and its contents shall not be construed as a contract between Matanuska-Susitna Community College and prospective or enrolled students. The catalog is merely a vehicle of information. Although every effort is made to insure its correctness, regulations and program requirements may change from time to time during the period any student is attending Matanuska-Susitna Community College.

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**SOURCES OF INFORMATION
MATANUSKA-SUSITNA COMMUNITY COLLEGE**

INFORMATION.	745-4255
STUDENT SERVICES	
Admissions & Records.	745-9774
Counseling & Veterans Administration	
Financial Aid & Testing Services.	745-9719
LIBRARY.	745-9740
Media Services	
BUSINESS OFFICE. 745-9705	
Accounts Payable Receivable	
Bookstore	
Personnel/Payroll	
Purchasing	
ADMINISTRATION. 745-9705	
Campus President's Office	
Dean's Office	



ACADEMIC CALENDAR

MATANUSKA-SUSITNA

COMMUNITY COLLEGE

Fall Semester 1985

Fall 1985 Registration for cont. students.	August 21-23
Fall 1985 Registration for new students...	August 26-30
Instruction Begins.....	September 3
Add/Drop Deadline.....	September 14
Application for Degree Due.....	October 19
Withdrawal Deadline.....	November 9
Thanksgiving Vacation.....	Nov. 28-30
Last Day of Instruction.....	December 14

Spring Semester 1986

Spring 1986 Registration for cont. students...	Dec. 3-6
Spring 1986 Registration for new students.	January 6-10
Instruction Begins.....	January 13
Add/Drop Deadline.....	January 25
Application for Degree Due.....	February 7
Withdrawal Deadline.....	March 29
Spring Break.....	March 3-8*
Last Day of Instruction.....	May 3
Commencement.....	May 9

*Spring Break is coordinated around the school district's Spring Break. These tentative dates are subject to change.

*Summer Semester 1986

Summer 1986 Registration.....	Apr. 30-May 2
Instruction Begins.....	May 12
Add/Drop Deadline.....	May 24
Withdrawal Deadline.....	May 31
Last Day of Instruction.....	June 28

*The Summer Semesters at Mat-Su Community College are contingent upon adequate funding.

THE BOARD OF REGENTS

The Regents of the University of Alaska are appointed by the Governor and Confirmed by the Legislature

EDWARD B. RASMUSON
Past President
Anchorage, 1975-1989

ANN T. PARRISH
Vice President
Anchorage, 1983-1991

RUTH E. BURNETT
Fairbanks, 1983-1991

ROY M. HUHNDORF
President
Anchorage, 1983-1991

DONALD B. ABEL, JR.
Past President
Juneau, 1981-1989

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Treasurer
Fairbanks, 1979-1987

GRACE BERG SCHAIBLE
Fairbanks, 1985-1993

WILLIAM L. HENSLEY
Anchorage, 1984-1987

B. LYNN SHAVER
Anchorage, 1984-1986

ROBERT F. WILLIAMS
Kenai, 1985-1993

DONALD D. O'DOWD
President of the University
Ex-Officio Member

GORDON E. EVANS
Secretary
Juneau 1983-1991

COMMUNITY COLLEGES, RURAL EDUCATION AND EXTENSION

INTERIM CHANCELLOR, DIVISION OF COMMUNITY COLLEGES,
RURAL EDUCATION AND EXTENSION

Alvin S. Okeson

DEAN, RURAL EDUCATION

Margery S. Walker

VICE CHANCELLOR, ADMINISTRATION

Gerry Bomotti

MATANUSKA-SUSITNA COMMUNITY COLLEGE ADMINISTRATIVE OFFICERS

CAMPUS PRESIDENT
Alvin S. Okeson

DEAN OF INSTRUCTION
Glenn F. Massay

FISCAL OFFICER
Susan Musgrove

REGISTRAR
Rebecca Smith

GENERAL INFORMATION

HISTORY OF THE UNIVERSITY OF ALASKA

The Honorable James Wickersham, delegate to Congress from Alaska, laid the cornerstone for the University of Alaska. On that day, March 4, 1915, the land was set aside by Congress for the support of a land grant college.

The Territorial Legislature accepted the land grant on May 3, 1916 and created a corporation, "The Alaska Agricultural College and School of Mines," defined its duties and provided 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; the Board of Trustees became the Board of Regents.

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

HISTORY OF MATANUSKA-SUSITNA COMMUNITY COLLEGE

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

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

The main campus is located on a 280 acre site off Trunk Road, approximately half-way between Palmer and Wasilla, with extension courses being offered in Big Lake, Palmer, Sutton, Talkeetna Wasilla, and Willow. as demand warrants.

Matanuska-Susitna Community College offers a general program of the first two years of college courses, including those leading to the Associate of Arts Degree and Associate of Applied Science. In addition, the curriculum provides a good basis for pursuit of a bachelors degree at other institutions. A number of vocational and interest courses are conducted in cooperation with the Matanuska-Susitna

Borough School District. Matanuska-Susitna Community College is a public, state supported institution.

ACCREDITATION

The program offerings of Matanuska-Susitna Community College are fully and independently accredited by Northwest Association of Schools and Colleges.

GOALS AND OBJECTIVES

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

The goals of the MSCC are to:

1. Help people determine their place in today's society;
2. Satisfy the desire for knowledge;
3. Develop responsibility and leadership qualities.

The objectives of the MSCC are to serve people:

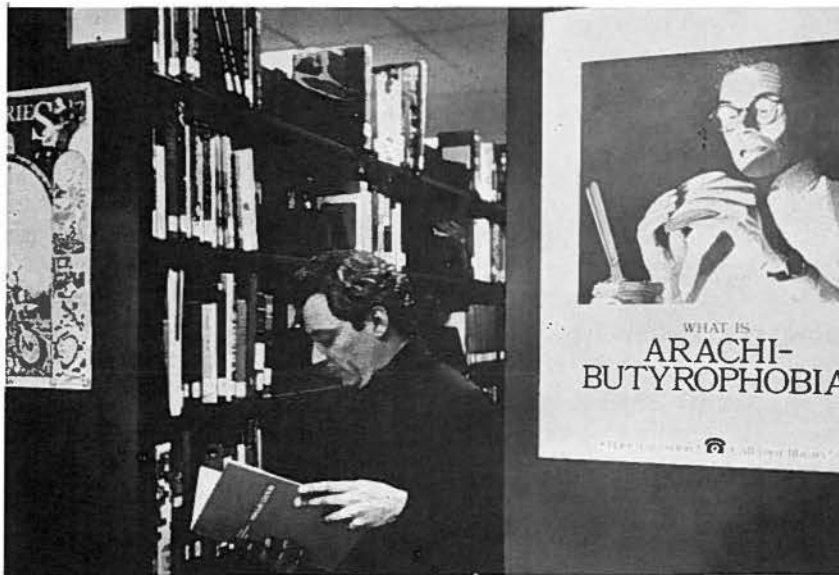
1. Interested in transferring to a four-year institution;
2. Desiring job preparation in two years or less;
3. Who are seeking specific training or retraining for a trade or function;
4. Who wish to broaden their educational backgrounds;
5. Who desire educational counseling;
6. Who wish to involve themselves in creative or cultural affairs.

THE STUDENTS

Most MSCC students are adults pursuing studies on a part-time basis. Some take part in continuing educational and vocational programs leading to a certificate or degree. Others seek courses to enhance job skills or to enrich their lives and those of others with whom they come in contact. An increasing number of high school students participate in early entry academic programs.

LIBRARY SERVICE

The MSCC library contains nearly 20,000 books, magazines, newspapers and media. The facility, provides reference and interlibrary loan service, audio-visual equipment, private study carrels, an audio-visual viewing room and typewriters for public use. Additional services available in the library are photocopying machines, computer data-base searching, library orientations, film booking, and a reserve materials section. The library serves the students, staff and faculty of the college and is also open to the public.



REGISTRATION

Persons eligible for enrollment at Matanuska-Susitna 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. Students wishing to audit courses 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.

Students who intend to pursue a degree must submit an application for admission form. These forms can be filled out at registration or during the semester when the counselor advises.

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 the Mat-Su campus.

Medical examinations are not required.

Part-time students enrolling for 11 credit hours or less, as well as full time students, are subject to the academic regulations of the college. They are not considered degree candidates until regular admission requirements are met.

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.

ENROLLING AT MATANUSKA-SUSITNA COMMUNITY COLLEGE

THE OPEN DOOR

MSCC's programs are designed primarily for students who have received their high school diploma or an equivalency certificate (GED), for high school students 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 (GPA) in PREVIOUS HIGH SCHOOL OR COLLEGE WORK IS NOT REQUIRED.



PLACEMENT IN COURSES

Although Matanuska-Susitna Community College subscribes to the concept of the "open door", students are expected to meet the necessary prerequisites for the courses. Counselors and faculty members are available to assist with placement levels in courses.

ADMISSIONS

APPLICATION FOR ADMISSION FORM--Complete all portions of the application for admission form and return it to the Office of Admissions and Records, Mat-Su Community College, P.O. Box 899, Palmer, Alaska 99645.

If you are planning on completing a certificate or degree program at MSCC and have taken college-level work at other institutions, you must submit official transcripts from the other schools to the Office of Admissions and Records.

NOTE: Some MSCC programs and some vocational programs have special admissions requirements and screening procedures in addition to the above. If you are interested in these programs, you must follow the application procedure included with the program description.

ACADEMIC PETITION

Any deviation from academic requirements and regulations must be approved by academic petition. A petition form, which requires the signatures of the student's advisor, unit head, and dean, may be obtained from the Office of Admissions and Records. Petitions to waive general college requirements must be processed through the Dean, and the final decision rests with the Campus President.

CAREER PLANNING

All degree and certificate students who are new to MSCC are expected to participate in program planning before registering for classes. Returning students are encouraged to utilize program planning prior to registration. You should contact the Counseling Office for this service.

ADMISSION WITH TRANSFER CREDIT

Matanuska-Susitna Community College will accept a total of 45 credits toward an associate degree from other accredited institutions. Generally, transfer students who have attended other accredited institutions are eligible for admission provided they

have a 2.0 (C) grade point average in their previous college work. It should also be noted that grades below a "C" (2.0) will not be accepted for transfer credit.

TRANSFER OF CREDIT

Course credit at the 100 and 200 levels from a Community College or Rural Extension Center within the statewide system of the University of Alaska shall be accepted for full credit. A maximum of 72 semester hours of 100 and 200 level course credits may be transferred to the University of Alaska.

Mat-Su Community College makes every effort to coordinate course offerings at the 300, 400 and graduate level. This is accomplished by working through the Office of the Dean of Rural Education. That office, in turn, coordinates the upper division and graduate offerings with appropriate University center.

AUDITORS

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

COLLEGE TRANSITION POLICY

1. The College Transition Policy provides an opportunity for high school students to take a limited number of college freshman classes at the Mat-Su Community College during their last two years of high school.

After graduating from high school, students may continue their education at Mat-Su Community College, transfer their college credits to another unit within the University, or transfer to another school. For a high school junior or senior, this provides a number of advantages:

- a) A student can begin to satisfy the requirements for a college degree while still in high school.
- b) Students can explore different academic or vocational areas they may wish to pursue.
- c) The policy facilitates a transition from high school to college without the problems that are often associated with relocation to a new area.

2. Eligibility--High school juniors and seniors who have the written approval of their parent or guardian and the consent of their high school counselor are eligible.
3. Transfer of credits--The Mat-Su Community College is fully accredited. Accumulated credits may be transferred to other colleges and universities.
4. Class Load--High school students who take community college classes should not attempt to take more classes than they can handle along with their regular high school classes and activities. Students should consult with their high school counselor and a college advisor on class load.
5. Classes--As with any other community college student, a high school senior may take any class as long as prerequisites are met. However, it is strongly recommended that classes be taken in one or more of the following areas:
 - a) English--Virtually all college degree programs require classes in written English.
 - b) General Requirements--Most degree programs require a specified number of general electives. The college catalog for the degree program you are considering should be consulted. For most colleges these elective categories are: Humanities, Social Science, Mathematics, and Natural/Physical Sciences.
 - c) Prospective Major--Classes can be taken in a prospective major area. This can be either a traditional academic subject or in a vocational area.
6. Transportation--Students are responsible for their own transportation. Most classes are held on campus, located on Trunk Road.
7. Cost--Each student is responsible for the cost of tuition and books, supplies, additional fees and other related expenses which may be needed for the course(s) in which they have enrolled.
8. Advisor--Any high school senior who takes classes in accordance with the College Transition Policy must consult a college advisor during the College's registration period preceding each semester.

FEES

(under graduate)

	RESIDENT	NON-RESIDENT
Credit Hours		
1	\$ 30	\$ 30
2	60	150
3	90	225
4	120	300
5	150	375
6	180	450
7	210	525
8	240	600
9	270	675
10	300	750
11	330	825
12 or more	360	900

LAB FEES

Lab fees vary with individual courses. Check with the Registrar's office, or appropriate instructor for further information. These fees are published each semester in the class schedules.

BOOKS AND SUPPLIES

The cost of books and supplies vary according to the course.

OTHER FEES

Application for admission fee.....	\$10.00
Credit by Examination, per credit hour.....	5.00
Activity Fee 3-5 Credits.....	3.00
Activity Fee 6 or more Credits.....	6.00

PAYMENT OF FEES

At the time of registration each student is expected to pay all fees. In addition, any charges unpaid from previous semesters are due and payable prior to registration.

SENIOR CITIZEN WAIVER OF TUITION

Alaska residents 60 years of age or older may enroll in any course offered by the Matanuska-Susitna Community College for which they are properly qualified and for which space is available, without

course credit hour charges. Lab fees and other special fees are not included in the waiver. All applicants for Senior Citizen Waiver must complete a "Tuition Waiver Request" form which is available at the registration desk. Credit classes are waived under the Board of Regents policy. Non-credit courses are waived through support of the Matanuska-Susitna Community College Policy.

RESIDENCY

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

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

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

REFUND OF FEES AND TUITION

Students who are withdrawing or dropping from courses must process a withdrawal form at the Registration Office.

Refunds will be made according to the following schedule:

1. 100% refund of fees for official withdrawals dated prior to first day of semester only, or if class is cancelled.
2. 90% refund of fees for official withdrawals dated prior to the 8th calendar day of the semester.

3. 50% refund of fees for official withdrawals dated from the 8th calendar day and prior to the 15th calendar day of the semester.
4. Students withdrawing after the 14th calendar day of the semester are not entitled to a refund.

INFORMATION

ADDITIONAL INFORMATION, CATALOGS, AND APPLICATIONS MAY BE OBTAINED BY VISITING OR WRITING: MATANUSKA-SUSITNA COMMUNITY COLLEGE, MILE 1.6 TRUNK ROAD, P. O. BOX 899, PALMER, ALASKA 99645. PHONE (907) 745-9774.

FINANCIAL AID

Those students interested in financial aid must have the following qualifications:

1. Be accepted as a full time or half-time student taking courses in an eligible college or vocational school.
2. Be a United States citizen or permanent resident of the state in which you reside.
3. Be successfully maintaining a 2.0 (C) G.P.A.

There are five kinds of financial aid programs:

1. **GRANTS:** Gifts of money. You do not have to repay grants. They are given on the basis of financial need.
2. **LOANS:** Federal and State loans are available to students at most colleges and vocational schools. Loans are sometimes available from private lenders. **You must repay loans after you graduate or leave school.**
3. **SCHOLARSHIPS:** A limited number of Tuition Scholarships are available to full time and part-time students. Scholarship recipients are selected by the College Scholarship Committee.
4. **WORK-STUDY:** Students have available to them on-campus/off campus part-time jobs providing they meet the necessary requirements.
5. **BENEFITS:** These are funds some students are entitled to under special conditions. Similiar to grants, benefits do not have to be paid back.

Students attending MSCC, or potential students, may apply during the following time periods:

For the school year (September through May), the application period is April 1 through July 31. No financial aid applications will be accepted after July 31 for the above school period. Financial Aid

applications for the Spring Semester only, may be submitted from November 1 through December 1. This period applies only if the student is a late enrollee and did not submit financial aid forms during the initial period of April 1 through July 31.

The following are examples designated under the Financial Aid Program:

1. GRANTS:
 - a) Basic Education Opportunity Grant (BEOG)
 - b) Supplemental Education Opportunity Grant (SEOG)
 - c) State Education Incentive Grant (SEIG)
 - d) Bureau of Indian Affairs (BIA)
2. LOANS:
 - a) National Direct Student Loans (NDSL)
 - b) Guaranteed Student Loan (GSL)
 - c) Nursing School Loan (NSL)
 - d) Health Education Assistance Loan (HEAL)
 - e) Alaska State Student Loan (ASSL)
3. WORK-STUDY:

Students work at jobs on-campus or off-campus for non-profit organizations.
4. BENEFITS:
 - a) G.I. Bill Benefits (VA)
 - b) Social Security
 - c) Junior G.I. Bill (Veteran's dependents)
5. SCHOLARSHIPS
 - a) Part-time Student Scholarships
 - b) Full time Student Scholarships
 - c) University of Alaska Foundation, Inc.
 - d) Tuition Waiver Scholarships

See the FINANCIAL AID COUNSELOR AT THE COLLEGE

Matanuska-Susitna Community College would like to extend its appreciation to community businesses and individuals for showing their commitments to education.

During the to 1984-85 school year, scholarships were established in the following names:

Austin E. Helmers
Wendy's (North Wend Food, Inc.)
Enstar Natural Gas Company
First Federal Bank of Alaska
J. D. Smith

The purpose of the above scholarships was to provide financial assistance to low income persons who wish to attend school on a part-time basis. The intent of the program is to emphasize assistance to working single parents and to enhance their employability through continued education.

VETERANS

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

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

VETERANS ADMINISTRATION BENEFITS AND SATISFACTORY PROGRESS

Veterans in any of the following categories will be placed on probation by the campus VA office in respect to further payments of VA educational benefits:

1. 12 credit hours of unsatisfactory (failing) grades.
2. Cumulative or semester GPA of less than 2.0.
3. Is not in good academic standing or not making satisfactory progress in accordance with the academic regulations of the Community College.

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

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

Veterans placed on probation for not being in good academic standing or not making satisfactory progress in accordance with the academic regulations of the community college, must be

removed from probationary status by the community college after the successful completion of thirty semester hours. Failure to be removed from probation status will result in the veteran being reported to the Veterans Administration as making unsatisfactory progress.

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

Monthly Enrollment Verifications - The campus VA office requires that all receiving VA educational benefits stop at the campus office each month to certify their attendance in writing. Failure to certify attendance by the 15th of each month will result in the termination of benefits.

Refunds - As stated in the MSCC policy.

STUDENT AFFAIRS

GENERAL RESPONSIBILITIES

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

ADVISEMENT, COUNSELING, AND TESTING

Advisement, counseling, and testing are the responsibilities of the Counselor. Many of the functions are handled by clerical staff, faculty and administration.

Student program development is on an individual basis, usually involving the faculty and the Counselor. A student's program is developed following academic degree standards and transfer requirements. These requirements are described in the catalog.

Tests available at the College include the high school GED, Career Guidance Inventory, Educational Interest Inventory, Kuder Preference Record, and other exams provided by the Educational Testing Service.

HOUSING AND HEALTH SERVICES

The College does not have student housing, transportation or health services available to students. There is a cafeteria available to students during the Fall & Spring semesters.



EXTRACURRICULAR

Activities occurring throughout the year include student and instructor art shows, various seminars and lectures, as well as occasional receptions and banquets. These activities have become a significant factor in the social life of Mat-Su students.

STUDENT GOVERNANCE

The Matanuska-Susitna Community College student body is represented by a Student Council. The purpose of this council is to "promote the educational and general welfare of the students, to broaden the educational perspective of the students through a self-governing structure, to act as unity factor for the student voice, and to formulate with the faculty and administration policies and procedures concerning the overall college life."

ATHLETICS

There are no intercollegiate or intramural athletics at the College, although classes are regularly offered in physical education.

BOOKSTORE

Mat-Su Community College stocks an inventory of books for courses offered on campus. Textbooks may be purchased during posted bookstore hours.

Books may be returned only if the college cancels the class and if the books are unmarked and in new condition. If you wish to sell your used books, you may place a notice on the bulletin board.

PLACEMENT

Although there is no formal placement office at the College, faculty and staff assist students in finding employment. The Counselor assists each individual who requests help in finding employment.

ALUMNI

Alumni relations are presently handled by the Statewide Office of Alumni Services in Fairbanks, although the Mat-Su Community College Alumni Association is active in the area.

STUDENT RIGHTS

Matanuska-Susitna Community College dedicates itself to insuring the constitutional rights of its citizens and to maintaining an educational environment conducive to learning. To encourage the maximum development of students, the College adheres to these guidelines:

1. All citizens enjoy, under the Constitution, the freedom to speak freely, to protest, to organize, and to demonstrate within the limits of State and Federal constitutions and laws.
2. It is the responsibility of each individual to maintain order and not infringe upon the rights of peace and security of others at the College.
3. The College must provide for each individual, the opportunity to enjoy the rights of the First Amendment. Each individual needs to cooperate with the College in conducting the educational program.
4. Each individual must be aware that there are no personal freedoms and/or rights without personal responsibility.

STUDENT CONDUCT

Education at the College is conceived as training for citizenship as well as for personal self-improvement and development. Each citizen has a responsibility to respect the rights of others and to abide by the laws and boundaries which govern all citizens. Membership in the College community affords special status and prestige and often carries with it

an even greater amount of responsibility. Students are representatives of the College community both on and off the campus, just as are faculty and staff members.

Each unit of the school has its unique mission and may, if necessary, have special guidelines or regulations printed and distributed to students at each unit of the school where applicable.

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

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

DISMISSAL

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

ACADEMIC DISHONESTY

Two of the purposes of education are to foster creative reasoning and to encourage individual scholarship. Plagiarism and cheating defeat these purposes.

Plagiarism is the act of using another's writings or ideas as though they were one's own. It most often occurs in student papers when footnotes and quotation marks are not properly used.

Cheating is the act of using any unauthorized aid on an assignment or test.

In the unlikely event of any intentional academic dishonesty, the student will receive an F on the assignment in question and--at the instructor's option--an F in the course.

Any case, involving academic dishonesty, may be appealed by either the faculty member or the student to a Review Committee consisting of both faculty and students.

Repeated offenses will result in further disciplinary action.

PRIVACY OF RECORDS

Recognizing the need to ensure the privacy of individual records, Mat-Su Community College releases information only with the permission of the student. Records are available for legitimate on-campus professional use on a need-to-know-basis. General information only, is discussed with governmental agencies conducting standard audits.

In accordance with Family Educational Rights and Privacy Act of 1974, Public Law 93-380, as amended, the student has access to specific information contained in his/her official records as specified by the Act. Further information and requests for specific records may be obtained from the office of the Campus President.

ACADEMIC REGULATIONS

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

ATTENDANCE

Regular attendance is required in all classes. Excessive absences may result in a student receiving a failing grade. It is the responsibility of the student to establish, to the instructor's satisfaction, the validity of an excuse for absence and to work out with the instructor, acceptable arrangements for missed work.

CLASS STANDING

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

Freshmen.....0-29 Credits
Sophomore.....30-59 Credits

STUDY LOAD

Students normally may register for 18 semester hours of credit; 19-20 semester hours with approval of the Dean or Campus President; 21 or more semester hours with the approval of the Dean or Campus President, provided the student's grade point average with a full-time study load for the past two semesters is at least 2.75.

FULL TIME/PART-TIME STATUS

An undergraduate student who registers 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. Non-credit courses may not be used for this computation for financial aid or veterans benefits.

MAJOR

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



TRANSCRIPTS

Transcript Request forms may be obtained from the Registrar's Office at the College or by writing to: Registrar, Matanuska-Susitna Community College, P.O. Box 899, Palmer, Alaska 99645. Students are responsible for completing this form and forwarding it to: Community Colleges, Rural Education and Extension, Office of Admissions and Records, 3605 Arctic Blvd. #420, Anchorage, Alaska 99503.

TRANSFER OF CREDIT

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

CLEP GENERAL EXAMINATION

College level examination placement (CLEP) tests are used in colleges throughout the United States for credit by examination. Only currently enrolled students will be awarded credit, or those students who have previously taken courses at the University of Alaska which resulted in the establishment of an official file at the Office of Admissions and Records. Credit for CLEP General Examinations shall be awarded according to the following schedule:

English....	3 Credits for 500 Score. Essay exam only
Math.....	3 Credits for 500 Score
Natural Science.....	6 Credits for 500 Score
Social Science.....	6 Credits for 500 Score
Humanities.....	6 Credits for 500 Score
Maximum Possible 24 Credits	

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

CLEP subject examinations are also available to the students.

LOCAL CREDIT BY EXAMINATION

Courses below the 100 level cannot be challenged. Students should consult with the Counselor to determine which courses may be challenged. A course challenged for credit must not duplicate a course for which credit has already been granted. A person who has audited a class may not request credit via departmental examinations for that class until the subsequent academic year. An audit does not restrict the taking of credit by examination. Departmental examinations may be graded pass/fail or by a regular letter grade depending upon the agreement between the instructor and student. Examinations may not be repeated sooner than one year.

CANCELLATION AND SCHEDULING OF CLASSES

The college reserves the right to cancel or combine courses, change the instructors, times, dates or places of meeting, and to make other revisions in course 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.

GRADING SYSTEM

Each instructor establishes his or her grading policy at the beginning of each course. The following is the list of grades from which instructors may choose. The choice of which grade indicators will be used in a course rests solely with the instructor. Only letter grades appear on the student's permanent academic record.

A - An honor grade; indicates originality and independent work, a thorough mastery of the subject, and the satisfactory completion of more work than is regularly required.

B - Indicates outstanding ability above the average level of performance.

C - Indicates a satisfactory or average level of performance.

D - The lowest passing grade; indicates work of below average quality and performance.

F - Indicates Failure.

DF- Deferred

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

S - Satisfactory. Indicates satisfactory completion; is used for graduate thesis, special courses, specific career oriented courses, workshops, and seminars and carries no grade points.

I - Incomplete. Indicates additional work must be performed for satisfactory completion of the course.

It may be given for unavoidable absence or other conditions beyond the control of the student, where work already completed is grade "C" or better. This situation must be arranged between the student and the instructor prior to the close of the semester. The grade for work which is incomplete must be made-up within one academic year or otherwise the incomplete becomes a permanent grade.

NB - No Basis. May be issued by an instructor when there has been insufficient contact between the instructor and the student for evaluation to occur.

Au - Audit. Indicates student has enrolled for informational instruction only. No credit is awarded.

W - Withdrawn. Indicates withdrawal from a course after the first two weeks of a semester.

GRADE POINTS

For the computation of grade points, each credit is multiplied by a grade factor: Grade A by 4; Grade B by 3; Grade C by 2; Grade D by 1; and Grade F by 0. A grade point average of 2.0 is required for good scholastic standing. For example, if a student is carrying 12 credits, four courses that are 3 credits each, and they receive an A, B, C, and a D in those four, you would use the following formula:

GRADE	CREDITS
A (4 pts.)	$\times 3 = 12$
B (3 pts.)	$\times 3 = 9$
C (2 pts.)	$\times 3 = 6$
D (1 pt.)	$\times 3 = 3$
	<hr/>
	12 30 / 12 = 2.5

This gives you the total number of points. Divide your points by total number of credits. This will equal your G.P.A.



GRADE POINT AVERAGE COMPUTATION

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

WITHDRAWAL FROM A COURSE

A student is expected to complete the courses in which he/she is enrolled. He/she may, if circumstances warrant, withdraw without grade penalty up to four weeks prior to the end of the semester. Withdrawals are not permitted during the last month of the semester. Students wishing to add courses to their schedules may do so up until the last day of the registration period.

WITHDRAWAL FROM THE COLLEGE

Withdrawal from the College is the official discontinuance of attendance prior to the end of a semester. An official withdrawal procedure must be completed according to the regulations of the College. Withdrawal forms are available at the registration counter.

ADD/DROP

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

CHANGE OF GRADE POLICY

Grades, other than incompletes and deferred grades (referred to as DF) submitted by the faculty, are assumed to be the student's 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 end of semester. A change of grade to "W" or "I" cannot be made unless the grade was erroneously submitted.

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

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

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

DECLARATION OF DEGREE INTENT

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

ACADEMIC PETITION

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

GRADUATION

The responsibility for meeting all requirements for graduation rests upon the student. Degree candidates must formally apply for graduation. The application must be filed with the Office of Admissions and Records during the semester the student plans to graduate, and not later than the application filing dates which appear in the academic calendar. Applications for graduation filed after the deadline date will be processed for graduation the following semester.

GRADUATION WITH HONORS

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

In order to graduate with honors, students who transfer from other institutions must complete a minimum of 24 credit hours in residence at Mat-Su Community College. All college work attempted, including transfer credits, shall be considered for graduation with honors. Any grade generated from re-taking a course will not count toward honors.

DIPLOMAS AND COMMENCEMENT

Mat-Su Community College issues diplomas to degree candidates in May following the close of the spring semester.

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

ADULT BASIC EDUCATION

The Adult Basic Education program provides General Education Development (GED) examinations, classes, and tutoring for individuals with less than a high school education, who wish to acquire skills or training in academic or vocational/technical programs offered by the State, private institutions or the Matanuska-Susitna Community College. The basic skills emphasized are those of communication (reading, spelling, writing, and mathematical problem solving). Adult Basic Education is open to persons over 17 years of age, who have not attained a high school diploma.

USE OF SOCIAL SECURITY NUMBER

As a convenience to students, the University of Alaska uses the students' Social Security number as a student identification number so as to avoid the need for students to memorize a nine-digit number. State and Federal laws require that students not wishing to supply their Social Security number need not do so. If you would prefer not using your Social Security number, the College will assign a nine-digit number as your student identification number at Mat-Su Community College. You are then responsible for remembering that number and using it in all future dealings with the College.

THE STATE OF ALASKA HIGH SCHOOL EQUIVALENCY DIPLOMA

Adults who have not completed their high school education and who wish to earn a diploma, may do so by passing the General Education Development Tests (GED). The State of Alaska Diploma is recognized as the equivalent of a four-year high school diploma. It is acknowledged as such by business, industry, civil service commission, the military, licensing bureaus, and many other institutions, including the Matanuska-Susitna Community College. Individuals interested in taking the GED tests should contact the Community College.

**MATANUSKA-SUSITNA COMMUNITY COLLEGE HIGH SCHOOL
DIPLOMA**

Applicants for the Matanuska-Susitna Community College High School Diploma must be at least 18 years of age and must have been out of school for one semester or longer. Students who do not meet these requirements but who wish to work toward their diploma, should discuss their situation with a counselor at the College.

A student who successfully completes 21 high school credits, in a manner described below, is eligible to receive a high school diploma through the auspices of the Matanuska-Susitna Community College in conjunction with the Matanuska-Susitna Borough School District or the State of Alaska, Department of Education.

1. Completion of at least 21 high school credits must include:

English	4 Credits
Math	2 Credits
Science	2 Credits
Social Studies	3 Credits
Health/Physical Education	1 Credit
Electives	9 Credits
2. Credit toward the Matanuska-Susitna Community College High School Diploma may be earned in the following ways:
 - a) Previous high school credits are accepted. An official high school transcript is required from the last school attended.
 - b) High school subjects completed through USAFI or accredited correspondence programs are accepted.
 - c) Each GED test passed at the 50 percentile or higher is equal to two (2) high school credits for that subject area.
3. An applicant must have attended the Community College as a student. The amount of resident credit required at the College is determined by the number of credits previously earned in the high school.

High School Credits Completed	MSCC Courses Required
Less than 10	5
10 to 12	4
13 to 15	3
16 to 18	2
more than 18	1

CERTIFICATE PROGRAMS

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

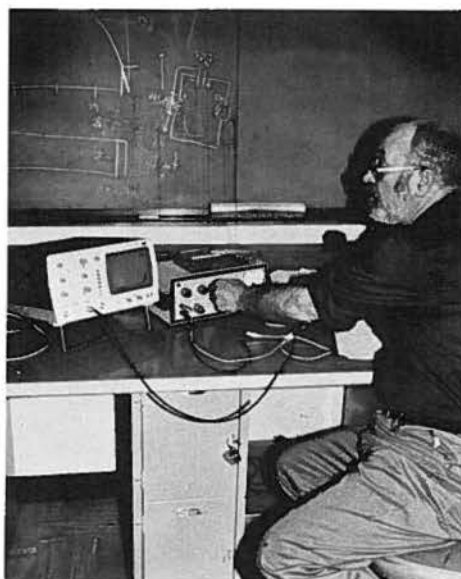
Certificate programs are available in the following areas:

1. Electronics Technology
2. Office Occupations
3. Refrigeration & Heating Technology

ELECTRONICS TECHNOLOGY

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

COURSE NUMBER	COURSE TITLE	CREDITS
ET 105	Electronics I	5
ET 106	Electronics Lab I	2
ET 110	Electronics II	5
ET 111	Electronics Lab II	2
ET 122	Introduction to Electronic Devices	3
ET 123	Electronic Circuit Fundamentals	3
ET 125	Principles of Logic and Gating	3
ET 127	Microprocessor Fundamentals	3
		Total 26



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

		CREDITS
ET 205	Transmitter Circuitry	3
ET 209	Receiver Circuitry	3
ET 210	Amplifiers	3
ET 215	Modulation, Mixing and Detection	3
ET 220	Wideband Systems I	3
ET 221	Wideband Systems II	3
ET 225	Principles of Microwave Electronics	3
ET 226	Industrial Telephone Switching Systems	3
	Total	38

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

COURSE NUMBER	COURSE TITLE	CREDITS
ET 220	Wideband Systems I	3
ET 221	Wideband Systems II	3
ET 225	Principles of Microwave Electronics	3
ET 226	Industrial Telephone Switching Systems	3
	Total	50

OFFICE OCCUPATIONS

To receive a one year certificate in Office Occupations students must satisfactorily complete the following courses:

Six credits from the following courses:

COURSE NUMBER	COURSE TITLE	CREDITS
00 103	Elementary Typewriting	3
00 104A,B,C	Typing Skill Building	1 EACH
00 105	Intermediate Typewriting	3
00 106	Advanced Typewriting	3

Twenty-four credits from the following courses:

ACCT 101	Principles of Accounting I	3
ACCT 102	Principles of Accounting II	3
00 101	Beginning Shorthand	4
00 147	Word Processing	2
00 174	Quickhand (alphabet shorthand)	3
00 200A,B,C	Shorthand Dictation/Transcription	1 EACH
00 203	Electronic Calculator/Business Math	3

00	207A,B,C Machine Transcription (Dictaphone)1	EACH	
00	210	Office Procedures	3
00	211	Records Management	3
00	231	Business Communications	3
		Total	39



REFRIGERATION & HEATING TECHNOLOGY

A Two-Year Certificate program in Refrigeration and Heating is available. Students satisfactorily completing this program will possess a background in heating, air conditioning refrigeration, applied physics, mathematics, mechanical drawing and electricity. The student who completes this program will possess the technical skill needed to diagnose and repair commercial and domestic heating refrigeration and air conditioning systems. Students must complete all the requirements with an average grade of "C" (2.0).

All students intending to enroll in the R & H program must successfully pass a standardized placement test in reading, writing, and mathematics. Successful completion is considered to be 50 percentile or above on each of the three tests.

Emphasis of the program is to prepare the student with job entry-level skills. Additional training must take place on the job. Students satisfactorily completing this program will possess a strong background in refrigeration and heating fundamentals, electricity/electronics, applied technical mathematics, and the technical skills needed to diagnose and repair the modern refrigeration and heating system. Students must complete required courses with a "C" (2.0) average.

First Year Courses:

COURSE NUMBER	COURSE TITLE	CREDITS
RH 101	Refrigeration and Air Conditioning I	4
RH 103	Technical Math for Refrig. & Heating I	3
RH 105	Elect. Circuits for Refrig. & Heating I	3
RH 107	Physics for Refrigeration & Heating I	3
RH 122	Refrigeration and Air Conditioning II	3
RH 124	Domestic Refrigeration	3
RH 126	Elect. Circuits for Refrig. & Heating II	3
RH 128	Drafting for Refrigeration and Heating I	3
Total		25

Second Year Courses:

	CREDITS
RH 201 Commercial Refrigeration	4
RH 202 Physics for Refrigeration & Heating II	3
RH 203 Control Systems for Refrig. & Heating	3
RH 207 Drafting for Refrig. and Heating II	3
RH 225 Heating Plants I - Residential	4
RH 226 Heating Plants II - Commercial	4
Total	46

DEGREE PROGRAMS

To receive a degree from the Mat-Su Community College, a student must satisfy three sets of requirements.

- 1) General College requirements
- 2) Degree Requirements
- 3) Program (Major) requirements

GENERAL COLLEGE REQUIREMENTS

Undergraduate:

The minimum number of college credits which must be earned, including those accepted by transfer, are 60 semester hours for an associate degree. At least 15 semester hours of the final 30 semester hours for any associate degree must be earned at Mat-Su Community College.

A grade-point average of 2.00 (C) must be attained in all work. A student enrolled in an undergraduate degree program may elect to graduate under the requirements of the general catalog in effect during the year of graduation or the one in effect at the time he/she originally applied for admission, providing there has not been a time lapse of more than five years.

DEGREE REQUIREMENTS, UNDERGRADUATE

Associate Degree:

The associate degree is awarded upon the successful completion of a prescribed two-year program. The degree has its own integrity.

CORRESPONDENCE STUDY

A maximum of 15 semester hours of credit completed through the University of Alaska Correspondence Study Program may be accepted toward an associate degree.

ASSOCIATE OF ARTS

Degree Requirements:

- 1) Complete a minimum of 60 semester credits at the 100 level or above including at least 20 at the 200 level;
- 2) Complete a minimum of 45 semester credits in the five areas below with no less than nine in each:

<u>AREA</u>	<u>CREDITS</u>
Communications	9
Written Communication (6)	
Oral Communication (3)	
Math/Natural Science	9
Humanities	9
Social Science	9
Applied Studies	9
Sub Total	<u>45</u>
3) Electives	<u>15</u>
TOTAL	<u>60</u>

- 4) At least 15 of the final 30 credit hours must be earned in residence.
- 5) Students must have an overall grade point average (GPA) of 2.00 (C) or better.
- 6) As the Associate of Arts degree is intended to provide a student with a basis of general education in order to undertake baccalaureate degree work and is nonspecific in intent, only one AA per student may be earned.

COURSE CLASSIFICATION

Subjects and courses that may be used in satisfying general requirements have been classified as follows:

HUMANITIES

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

APPLIED STUDIES

Accounting
Agriculture
Business Administration
Computer Information/
Systems
Home Economics
Office Occupations
Physical Education
Military Science
Trade & Technology
Fisheries
Meteorology
Corrections
Early Childhood/
Development
Law Science
Police Administration
Education

MATHEMATICS & 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)
Geology
Physics
Physical Sciences

SOCIAL SCIENCES

Anthropology
History*
Psychology
Political Science
Economics
Geography
(excl. 201,209)
Sociology
Behavioral Science

*CAN BE USED UNDER EITHER CATEGORY BUT NOT BOTH.

ASSOCIATE OF APPLIED SCIENCE

Degree Requirements:

English 111,211, or 213.....6

Speech.....3

Six credits from anyone of these four areas:

(note applicable disciplines).....6

HUMANITIES

Art
English
Foreign Languages
Humanities

Linguistics
Music
Philosophy
Public Communications

Speech
Theatre

SOCIAL SCIENCES

Anthropology	History	Political/
Economics	Corrections	Science
Geography	Police	Psychology
(excluding	Administration	Sociology
GEO 201 & 209)	Law Science	

MATH AND LOGIC

Applied Statistics	Philosophy
Mathematics	(Phil 204 only)

NATURAL SCIENCE

Biology	Geography	Geology
Chemistry	(Geo. 201 &	Physics
Physical Sciences	209 only)	

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

MAJOR REQUIREMENTS

Credits

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

ACCOUNTING**ASSOCIATE OF APPLIED SCIENCE**

1. Complete the general degree requirements for AAS degree as shown on page 31 and 32.
2. Complete courses for the major specialty.

		CREDITS
ACCT 101	Principles of Accounting I	3
ACCT 102	Principles of Accounting II	3
BA 151	Introduction to Business	3
BA 241	Business Law I	3
ECON 201	Principles of Economics I	3
Concentration in Accounting (15 credits):		
ACCT 103	Basic Cost Accounting	3
or		
ACCT 202	Principles of Managerial Accounting	3
ACCT 222	Introduction to Computer & Accounting	3
ACCT 260	Intermediate Accounting I	3
ACCT 261	Intermediate Accounting II	3
ACCT 262	Intermediate Accounting III	3
CIS 101	Introduction to Data Processing	3
Electives to Total		60



AGRICULTURE

ASSOCIATE OF APPLIED SCIENCE

1. Complete the general degree requirements for AAS degree as shown on page 31 and 32.
2. Complete courses for the major specialty.

	CREDITS
AGRI 100 Survey of Agriculture	3
AGRI 101 Intro to Plant Science I	3
AGRI 103 Intro to Soil Science	3
AGRI 110 Intro to Animal Science	3
AGRI 120 Intro to Agriculture Business	3
Agriculture Electives to total	15
Electives to total	60

BUSINESS ADMINISTRATION

ASSOCIATE OF APPLIED SCIENCE

1. Complete the general degree requirements for the AAS degree as shown on page 31 and 32
2. Complete courses for the major specialty.

	CREDITS
ACCT 101 Principles of Accounting I	3
ACCT 102 Principles of Accounting II	3
ACCT 222 Introduction to Computers & Accounting	3
BA 151 Introduction to Business	3
BA 231 Fundamentals of Supervision	3
BA 241/242 Business Law I & II	3
CIS 101 Introduction to Data Processing	3
ECON 201 Principles of Economics I	3
Any Two 100/200 level ECON/BA courses	6
Electives to total	60

ELECTRONICS TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

1. Complete the general degree requirements for the AAS degree as shown on page 31 and 32.
2. Complete courses for the major specialty.

		CREDITS
ET 105	Electronics I	5
ET 106	Electronics Lab I	2
ET 110	Electronics II	5
ET 111	Electronics Lab II	2
ET 122	Introduction to Electronic Devices	3
ET 123	Electronic Circuit Fundamentals	3
ET 125	Principles of Logic and Gating	3
ET 127	Microprocessor Fundamentals	3
ET 205	Transmitter Circuitry	3
ET 209	Receiver Circuitry	3
ET 210	Amplifiers	3
ET 215	Modulation, Mixing and Detection	3
ET 220	Wideband Systems I	3
ET 221	Wideband Systems II	3
ET 225	Principles of Microwave Electronics	3
ET 226	Industrial Telephone Switching Systems	3
	Total	65

OFFICE OCCUPATIONS

ASSOCIATE OF APPLIED SCIENCE

1. Complete the general degree requirements for AAS degree as shown on page 31 and 32.
2. Complete courses for the major specialty.

		CREDITS
Select 3 credits from the following 2 courses:		
ECON 101	Introduction to Current Economic Problems	3
ECON 201	Principles of Economics I	3
Select 3 credits from the following 3 courses:		
BA 241	Business Law I	3
ECON 202	Principles of Economics II	3
PS 101	Introduction to American Government	3
Select 3 credits from the following 3 courses:		
OO 209	Business Relationships	3
PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3

Major Specialty

ACCT 101	Principles of Accounting I	3
ACCT 102	Principles of Accounting II	3
ACCT 222	Introduction to Computers and Accounting	3
00 103	Elementary Typewriting	3
00 105	Intermediate Typewriting	3
00 106	Advanced Typewriting	3
00 131	Business English	3
00 147	Word Processing	2
00 203	Electronic Calculator/Business Math	3
00 207A, B, C	Machine Transcription	1 EACH
00 210	Office Procedures	3
00 211	Records Management	3
00 231	Business Communications	3

Select 1 of the following 3 courses:

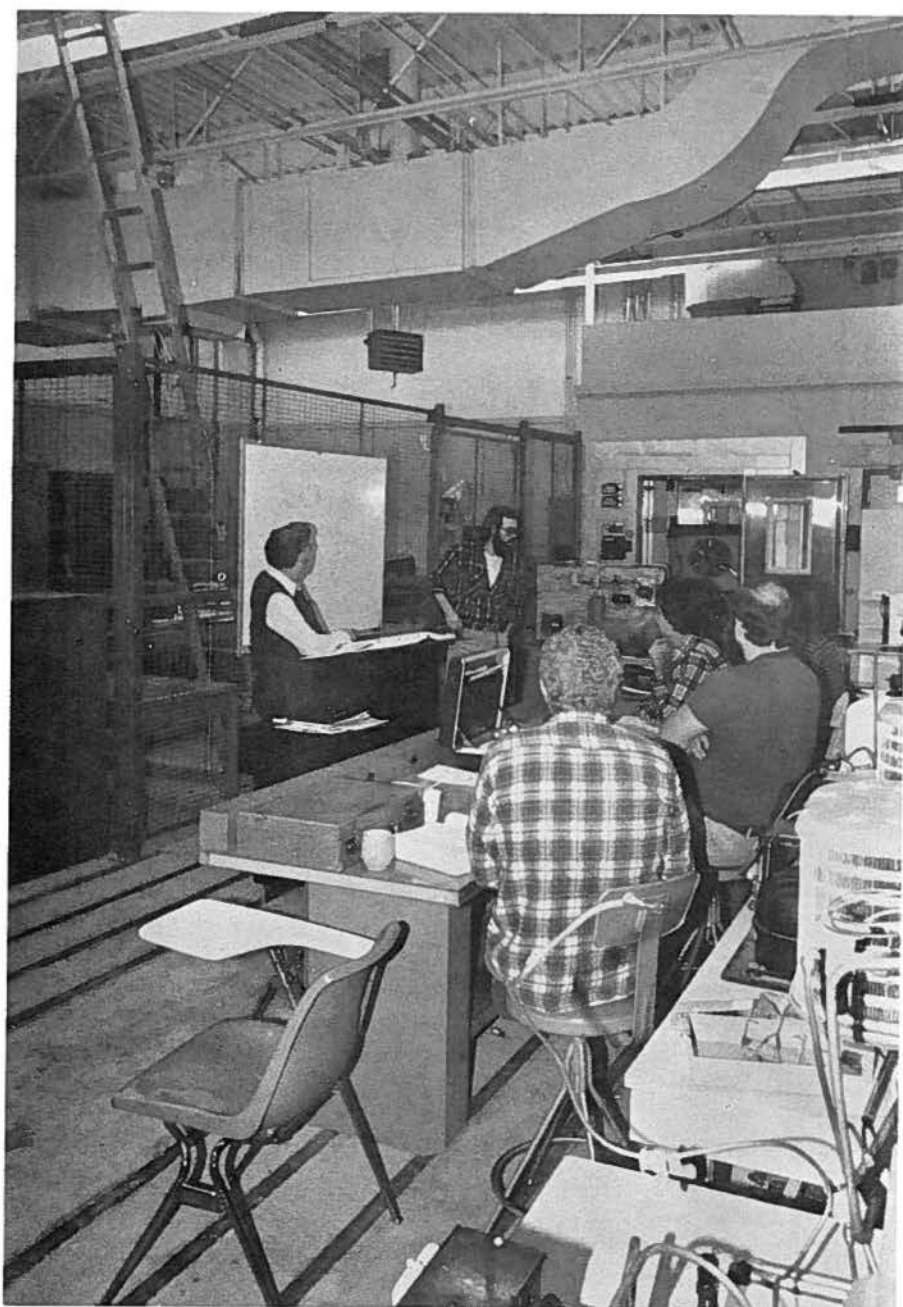
00 101	Beginning Shorthand	4
00 174	Alphabet Shorthand (Quickhand)	3
00 200A, B, C	Shorthand Skill Building	1 EACH
Electives to total		60

REFRIGERATION & HEATING TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE

1. Complete the general degree requirements for the AAS degree as shown on page 31 and 32.
2. Complete courses for the major specialty.

		Credits
RH 101	Refrigeration and Air Conditioning I	4
RH 103	Technical Math for Refrig. & Heating I	3
RH 105	Elect. Circuits for Refrig. & Heating I	3
RH 107	Physics for Refrigeration & Heating I	3
RH 122	Refrigeration & Heating II	3
RH 124	Domestic Refrigeration	3
RH 126	Electronics for Refrigeration & Heating II	3
RH 128	Drafting for Refrigeration & Heating I	3
RH 201	Commercial Refrigeration	4
RH 202	Physics for Refrigeration & Heating II	3
RH 203	Control Systems for Refrig. & Heating	3
RH 207	Drafting for Refrig. & Heating II	3
RH 225	Heating Plants I - Residential	4
RH 226	Heating Plants II - Commercial	3
RH 229	Solid State Electronics for Refrigeration & Heating II	3
	Total	64



Because of the relatively small enrollment at Matanuska-Susitna Community College, the College is sometimes unable to offer all the classes to complete an Associate Degree within the customary two-year period. In such cases, the College recommends that students consult the counseling staff and make arrangements for completing their program requirements.

COURSE DESCRIPTIONS

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

Courses following each other in sequence will be numbered in sequence (i.e., HIST 101, HIST 102).

Unlisted Courses

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

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

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

ACCOUNTING

ACCT 051

BOOKKEEPING FOR BUSINESS I

3 Credits

For individuals who desire to learn the basic concepts and procedures of practical bookkeeping. May be used as an alternative to ACCT 101 by students seeking an Associate of Applied Science degree in general business. Covers fundamental bookkeeping principles, practices, and procedures necessary in recording and reporting the financial data for a typical service-type business and for merchandising businesses. All material covered refers to businesses owned by one individual (sole proprietorship).

ACCT 052

BOOKKEEPING FOR BUSINESS II

3 Credits

A continuation of ACCT 051. The accounting necessary for a business formed as a partnership or a corporation. Other selected subject material is covered at the option of the instructor, as indicated by the expressed interest of the student enrolled. Prerequisite: ACCT 051 or permission of instructor.

ACCT 101

PRINCIPLES OF ACCOUNTING I

3 Credits

This is the first college-level course in Accounting leading to an Associate Degree in Accounting. Material covered in the course introduces the

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

ACCT 102

3 Credits

PRINCIPLES OF ACCOUNTING II

This is the second semester of college accounting leading to an Associate Degree in Accounting. Material covered in the course introduces the accounting concepts and procedures for the financial accounting for corporations, with a general coverage of accounting techniques used in managerial decision making. A study is made covering long-term debts and investments. The analysis and preparation of various specialized financial statements such as the cash flow statement and the statement of changes in financial position are thoroughly covered. Coverage of financial accounting as related to a manufacturing firm, along with an introduction to job costing and process costing are also a part of the course of study. Prerequisite: ACCT 101 or permission of instructor.

ACCT 103

3 Credits

BASIC COST ACCOUNTING

The fundamentals of theory and practical problems in the analysis and control of material, labor, and overhead cost in manufacturing. Emphasis is given to job cost system and the process system. Prerequisite: ACCT 101 or permission of instructor.

ACCT 202

3 Credits

PRINCIPLES OF MANAGERIAL ACCOUNTING

Treats the following topics at a principle level: analysis and use of financial statements; cost behavior as it relates to break-even analysis and decision costs; basic elements of cost accounting and control; budgeting and cash flow planning. Prerequisite: ACCT 101 or permission of instructor.

ACCT 210

3 Credits

INCOME TAX

Course content will be those aspects of Federal Income Tax law pertaining to the computation of taxable income of individuals and sole proprietorships. Emphasis will be on theory, history, and developing the ability to relate the various principles into tax planning and research. Prerequisite: ACCT 101 or permission of instructor.

ACCT 222**3 Credits****INTRODUCTION TO COMPUTERS AND ACCOUNTING**

An introduction to accounting information systems from an experiential point of view. The organizational relationship between the accounting systems, management information systems, and the organizational impact will be discussed. Automated information systems from the basics up through systems design and implementation with emphasis on the impact upon accounting. Prerequisite: ACCT 101 or permission of instructor.

ACCT 260**3 Credits****INTERMEDIATE ACCOUNTING I**

This is the first semester of a three-semester course sequence in Intermediate Accounting. This course is applicable toward an Associate of Applied Science degree with an emphasis in Accounting, and meets all requirements listed for a Bachelor of Business Administration degree with an emphasis in Accounting. This course involves a study of balance sheet accounts with emphasis on working capital and tangible and intangible assets. A review of accounting principles is conducted with a concentrated emphasis on Generally Accepted Accounting Principles. Prerequisite: ACCT 102 or permission of instructor.

ACCT 261**3 Credits****INTERMEDIATE ACCOUNTING II**

This is the second semester of a three semester course sequence in Intermediate Accounting. This course is applicable toward an Associate of Arts Degree, an Associate of Applied Science Degree with an emphasis in Accounting, and with successful validation, will meet all requirements listed for a Bachelor of Business Administration degree with an emphasis in Accounting. This course involves a study of inventory accounting procedures, operational and intangible assets, and a study of corporation accounting procedures. A review of accounting principles is conducted with a concentrated emphasis on Generally Accepted Accounting Principles. Prerequisite: ACCT 260 or permission of instructor.

ACCT 262**3 Credits****INTERMEDIATE ACCOUNTING III**

This is the third semester of a three semester course sequence in Intermediate Accounting. This course is applicable toward an Associate of Arts Degree, and Associate of Applied Science Degree with an emphasis in Accounting, and with successful validation, will meet all requirements listed for a Bachelor of Business Administration degree with an emphasis in Accounting. This course involves a study of Stock Rights, EPS, Long Term Investments, Accounting for

Pension Costs and Leases, Statement of Changes in Financial Position, Accounting Changes and Analysis of Financial Statements. A review of accounting principles is conducted with a concentrated emphasis on Generally Accepted Accounting Principles. Prerequisite: ACCT 261 or permission of instructor.

AGRICULTURE

AGRI 100 3 Credits

SURVEY OF AGRICULTURE (Agric. in our Lives)

Concepts and techniques of agriculture; past, present and future agricultural industry; food and fiber production; Land Grant University System; agriculture careers; overview of world, U.S. and Alaskan agriculture.

AGRI 101 3 Credits

INTRODUCTION TO PLANT SCIENCE I

Principles of identification, adaption, management and utilization of field and horticultural crops for food and fiber. Fundamentals of crop management, breeding, weed control and crop quality. Prerequisite: High School Biology and Chemistry encouraged.



AGRI 102 3 Credits

INTRODUCTION TO PLANT SCIENCE II

Principles of plant science as related to production of economic crops with special attention to management and marketing of those grown in Alaska. Prerequisite: AGRI 101 or instructor's permission.

AGRI 103**3 Credits****INTRODUCTION TO SOIL SCIENCE**

Stresses the properties of soils and how they affect plant growth, soil texture, structure, moisture retention, chemistry, fertility, temperature, biological activity, and organic matter. Liming, fertilization, nutrient deficiencies, and irrigation for agricultural plants will be covered. Prerequisite: High School Biology and Chemistry encouraged.

AGRI 104**3 Credits****CONSERVATION OF NATURAL RESOURCES**

Consideration of natural resources including discussion of their biological and physical nature, social and economic aspects of use, conflicts of use, and alternative means for conservation. Majors in all fields are welcome.

AGRI 105**1 Credit****LAND CLEARING AND DEVELOPMENT**

This course examines land clearing from an intensive village gardening project to a large scale agriculture project. Emphasis will be on methods, types of equipment needed, local, state and federal regulations, economic utilization of any renewable resources presently on the land, a cost analysis, and development of a plan of operation. This process involves the complex transition from a forest ecosystem to an intensively cultivated ecosystem.

AGRI 107**3 Credits****FOOD AND FAMILY**

A basic course in the interrelationship between man and his food supply. A broad range coverage of food related topics including: food sources, quality standards and government regulations, criteria for selective utilization and preparation principles, body growth and maintenance, food preservation and storage. Supervised work experience to integrate and apply knowledge.

AGRI 109**3 Credits****MINI-RANCH LIVESTOCK PRODUCTION**

This course is designed with the backyard animal producer in mind. The course emphasis will concentrate on animal and poultry production, practices and skills necessary for the enjoyment of successfully raising and using them to benefit the mini-farm operator and family.

AGRI 110**3 Credits****INTRODUCTION TO ANIMAL SCIENCE**

Basic course in animal husbandry including the importance and place of livestock in agriculture;

types, market classes and grades of beef, sheep and swine; origin and characteristics of breeds, and the judging of beef, sheep and swine. Prerequisite: High School Biology and Chemistry encouraged.

AGRI 113

3 Credits

PRACTICAL HORSEMANSHIP I

Basic health, feeding, and physical care. Coupled responsibilities of horse ownership. Fundamental behavior and training for the beginner.

AGRI 120

3 Credits

INTRODUCTION TO AGRICULTURE BUSINESS

Economics of agriculture production. The management principles in agriculture and the demand for farm products, principles of marketing and price determination. Identification of individual problems and alternative approaches to their solution.

AGRI 121

3 Credits

MARKETING ALASKA FARM PRODUCTS

Three semester hour course covering the organization and functioning of the nation's food system. Emphasis will be given to the farm commodities produced in Alaska and the organizational and infrastructural problems encountered in the marketing of farm commodities. Food marketing problems will be treated from the vantage points of producers, processors, distributors and consumers.

AGRI 130

3 Credits

INTRODUCTION TO MECHANICAL & ALTERNATE ENERGY

Includes discussion of the world energy supply and demand situation. Why and how agriculture uses energy. Renewable alternatives - solar, wind, biomass, etc., will be investigated. An energy plan for agriculture, conservation and efficient management will be discussed.

AGRI 131

2 Credits

FARM SHOP PRACTICES

Hand and power tool processes; carpentry; painting; tool fitting; metal work; design and construction of shop projects.

AGRI 135

3 Credits

FARM STRUCTURES

Agricultural structures for Alaska, including animal and storage structures; beef, dairy, swine, poultry and horse housing will be emphasized; machinery, hay, grain and silage storage will be investigated; building, siting, farmstead layout and planning will be dealt with on a practical approach.

AGRI 139**2 Credits****MODERN HOME GARDENING**

Principles of gardening - Comprehensive coverage of plants, soils and climates, the basic elements with which the gardener must deal. Practices of gardening - the manipulation of the basic elements; growing of important vegetables, herbs, perennial food plants and flowers.

AGRI 140**3 Credits****CROP PRODUCTION**

The adaptation, production, utilization, and improvement of cereal grains and forage crops for food, feed, soil improvement, and conservation purposes in the Alaskan environment.

AGRI 150**2 Credits****MODERN WATERFOWL MANAGEMENT**

Waterfowl in the agricultural economy: economic importance, fundamental principles of anatomy, physiology, diseases, breeds, breeding, brooding, feeding and best management practices in producing, marketing and housing. Emphasis is given to Alaska's environment, i.e. suitability, special problems and potential.

AGRI 151**3 Credits****AGRICULTURAL MATHEMATICS**

The course will provide mathematical problems and examples in agricultural production, management, marketing and mechanization. A review of basic mathematics will proceed realistic agricultural problems. Problems will be variable in type and complexity, practical with some theoretical problems and thought provoking.

AGRI 200**3 Credits****AGRICULTURE IN ALASKA - PAST, PRESENT, AND FUTURE**

The course will include a historical review of the development of agriculture in Alaska from the time the Russians settled Alaska until the present time. Development problems such as climatic limitations, economic feasibility, problems of production and marketing will be studied and will cover both the progression and regression of Alaskan agriculture from the Russian era to the present. In addition the course will include an in-depth analysis of present agricultural production and development with emphasis given to current development plans being promoted and supported by the State of Alaska. Development problems and opportunities will be covered. A third part of the course will be devoted to a study of Alaska's agricultural potential, i.e. basic agricultural resources, systems for using the basic resources and the effects of economic factors and

markets on agricultural development. A brief look will be given to Alaska's forests including a general description, past history and future potential.

AGRI 201

3 Credits

FORAGE MANAGEMENT

Distribution, morphology, identification, physiology, management and utilization of forage crops for hay, silage, and pasture for livestock, and for soil improvement and soil conservation. Prerequisites: AGRI 101 and AGRI 103.

AGRI 209

2 Credits

APRICULTURE AND POLLINATION

Biology of the honeybee and some of the wild bees. Relationship between bees and flowering plants. Value of bees in crop production. Introduction to management and skills necessary for keeping bees with visits to local apiary when feasible.

AGRI 210

3 Credits

FEEDS AND FEEDING

Study of the digestion, absorption, assimilation and utilization of nutrients, principle feeds, minerals and vitamins, rations and nutritive ration as utilized by domestic animals. Prerequisites: AGRI 110 and Chemistry or BIOL 105 or permission of instructor.

AGRI 211

3 Credits

DAIRY SCIENCE

Study of the places of dairying in agriculture; dairy breeds and their selection; calf raising and herd replacement; management of dairy herd; records and record keeping; common diseases.

AGRI 212

3 Credits

BEEF PRODUCTION

Feeding, breeding management, marketing. Emphasis on growth and development; costs and returns; feed requirements; reproduction, crossbreeding; performance testing; housing, diseases.

AGRI 213

3 Credits

PRACTICAL HORSEMANSHIP II

This course is for individuals who desire to learn the fundamentals of training and care of light horses. Emphasis will be given to theories of horse behavior as related to training and performance. Emphasis will also be given to the health and care of horses under Alaska's environment. This is intended to be an academic but practical course with actual hands-on training.

AGRI 220**3 Credits****AGRICULTURAL BUSINESS**

Study of fundamental principles of records and accounting as applied to use in the organization and management of agricultural enterprises.
Prerequisites: AGRI 120 and ACCT 101.

AGRI 230**3 Credits****WIND ENERGY**

Emphasis on wind as an alternative energy source for domestic and agricultural purposes, site selection, technology and economics for utilization.

AGRI 231**3 Credits****ESSENTIALS OF FORESTRY PRACTICE**

Introduction to the basic concepts and practical methods of forestry; characteristics and growth requirements of forest trees; operations and practices in forest management, logging, processing of wood products, marketing and forest protection. Field work will be an essential part of the course.

AGRI 234**3 Credits****LAND RESOURCE ECONOMICS**

A systematic description and study of the economic concepts relating to the use and possession of land resources. A survey of Alaska's land resources and importance to the State's development and economy is also covered.

AGRI 235**3 Credits****FARM STRUCTURES AND ENVIRONMENT**

Advanced study of agriculture structures for Alaska; includes construction of foundations, walls, roofs, water sewage wastes, and electrical systems. Building material and selection; usage to include concrete, masonry, wood and preservative treatments; fasteners for wood construction will include insulation and ventilation for animal health and comfort; supplemental heating systems suitable for Alaskan conditions.

AGRI 240**3 Credits****GREENHOUSE OPERATION AND MANAGEMENT**

This course will cover principles of management and operation of both home and commercial greenhouses. The content will include greenhouse construction, heating, cooling, root media, root media pasteurization, watering, fertilization, carbon dioxide fertilization, light and temperature management, chemical growth regulation, insect and disease control and the management of several selected crops.

AGRI 241**2 Credits****BEDDING PLANT PRODUCTION**

Fundamentals of raising bedding plants; seed sowing; soil media and soil sterilization, containers, transplanting, fertilization. Different systems of raising bedding plants discussed.

AGRI 250**3 Credits****POULTRY SCIENCE**

Poultry in the agricultural economy: Fundamental principles of anatomy, physiology and body systems, diseases, their prevention and control; management practices and procedures in producing poultry meat and eggs.

AGRI 260**3 Credits****HORTICULTURAL PRACTICES**

Culture, morphology and cultivars of vegetables, potatoes and ornamental crops. Emphasis directed to garden, field, greenhouse and nursery production in Alaska. Special emphasis on bedding plant production.

ANTHROPOLOGY**ANTH 101****3 Credits****THE STUDY OF MAN**

Introduction to Anthropology, including the physical and cultural aspects of man.

ANTH 200**3 Credits****HERITAGE OF ALASKA NATIVES**

The methodology of ethnohistory of Alaskan Natives and consideration of cultural contacts, cultural breakdowns, and interaction of Natives with other people.

ANTH 202**3 Credits****CULTURAL ANTHROPOLOGY**

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





ART

ART 045

Non-Credit

STAINED GLASS

A beginning course designed to accommodate those students interested in learning the art of stained glass.

ART 101

3 Credits

BEGINNING CERAMICS I

ART 102

3 Credits

BEGINNING CERAMICS II

Explore the medium of clay through the processes of hand building and throwing on the potters wheel. Various methods of glazing, decorating and firing will be utilized.

ART 105

3 Credits

BEGINNING DRAWING I

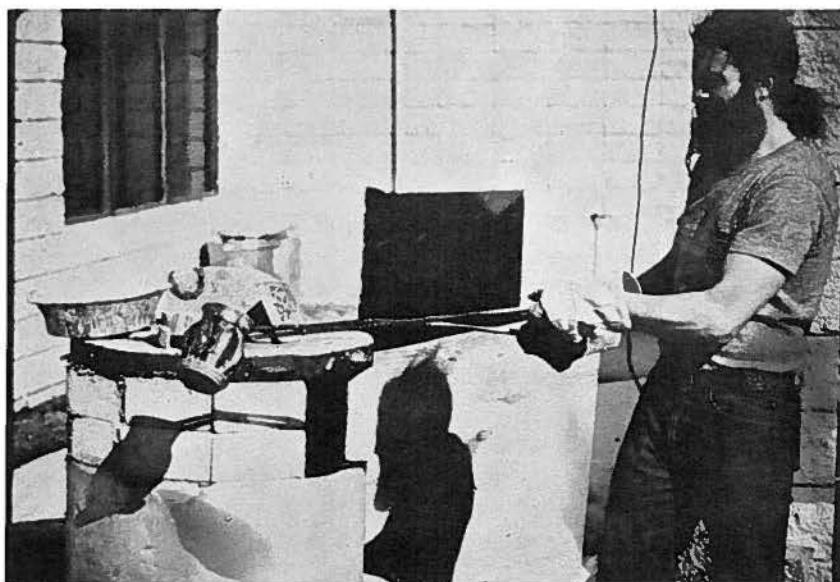
ART 106

3 Credits

BEGINNING DRAWING II

Introduction to basic elements in drawing. This course takes drawing from its literal form to its use as an imaginative and expressive medium. The class will explore many different techniques, approaches and media. The primary aim of the class is to expand students abilities, imagination and confidence.

- ART 110** **3 Credits**
NELSON ISLAND ESKIMO BASKET WEAVING
 The gathering, curing, dyeing, and weaving of grasses will be discussed. Major concentration will be on the Nelson Island system of Eskimo basket weaving with in-depth student participation.
- ART 119** **3 Credits**
INTRODUCTION TO STAINED GLASS
 This course is designed to teach the basics of glass cutting; glass panel, lamp and box design and construction; solder techniques; reinforcement and repair. Lectures and slides on the glass movement; historic and contemporary.
- ART 123** **3 Credits**
BEGINNING WATERCOLOR
 Beginning watercolor is a studio oriented course which explores the various processes and techniques of the water-base painting medium. Drawing as the super structure for painting will be introduced. Materials and equipment, as well as design elements and principles as they relate to watercolor will be emphasized. Prerequisite: permission of instructor.
- ART 142** **3 Credits**
BEGINNING BATIK
 Batik is a studio oriented course in fabric design using the ancient process of wax resist. Other resist-dyeing processes will be examined as methods of designing the art-fabric as well. Emphasis is placed on design, creativity, and presentation of completed fabrics, as well as mastery of basic techniques and processes.
- ART 143** **3 Credits**
INTERMEDIATE BATIK
 The course consists of a thorough experimentation with the ancient wax resist/dye process of designing textiles. Studio activities will include designing, waxing, dyeing, dye-mixing, and presenting and displaying completed batiks. Prerequisite: Art 142 or permission of the instructor.
- ART 153** **3 Credits**
LANDSCAPE PAINTING I
- ART 154** **3 Credits**
LANDSCAPE PAINTING II
 This course will cover structure of landscape, composition and design. A detailed analysis of clouds, trees, mountains and water will be made as well as use of color, perspective and value. Students will learn a method of developing a finished landscape picture from sketch to completed product in any medium.



ART 157

3 Credits

THE ART OF SKIN SEWING

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

ART 201

3 Credits

INTERMEDIATE CERAMICS I

ART 202

3 Credits

INTERMEDIATE CERAMICS II

Refinement of skill and production in the making and firing of clay objects. Students develop an understanding of cone system and reduction and oxidation firing procedures, calculating a glaze formula and a clay body. Prerequisite: ART 101 or ART 102 or permission of instructor.

ART 206

3 Credits

INTRODUCTION TO PRINTMAKING I

ART 207

3 Credits

INTRODUCTION TO PRINTMAKING II

Linoleum, wood, paper and various objects will be used in this survey course designed for students of any skill level and art background. This course will address all aspects of relief printmaking from the standpoint of the process as well as the product. The second portion of the course will be directed to the students use of printmaking as an art medium for personal expression.

ART 208**3 Credits****OFF THE LOOM WEAVING**

A studio class requiring little equipment. Off the loom weaving introduces a variety of hand weaving techniques from around the world. These include slentre, inkle, card, twining, pick-up and plaiting. A project utilizing one of the techniques will be finished. The use of design and color in fiber will be studied in relationship to these off loom techniques. Spinning with a drop spindle will be introduced as well as the dyeing of yarns with natural dyes.

ART 209**3 Credits****SANDBLASTING AND ETCHING**

This course is designed to help develop and expand your glass skills. Using plate, stained, mirrored and flashed glass, students will learn the abrasive blast techniques of frosting, shading, relief carving and making impossible glass cuts. Emphasis on design development, creativity and experimentation.

ART 211**3 Credits****GLASS FORMING AND KILN WORK**

The three main areas of attention will be in fusing, slumping and glass painting. Specific information on kiln firing procedures, design, glass compatability for fusing, mold making for slumping and the use of glass stainer paints, silver stains and lusters. Emphasis on experimentation.

ART 215**3 Credits****BEGINNING ON LOOM WEAVING**

This studio class emphasizes beginning techniques in the production of cloth. Spinning and dyeing yarn, dressing the loom, weaving and finishing a final project will be introduced. Techniques such as tabby, over-shot, bound weave, ghiordes knots, etc. will be used. Color and design exercises are integrated in the class as well as other visual and audio aids.

ART 216**3 Credits****INTERMEDIATE ON THE LOOM WEAVING**

A studio weaving class, students will choose one of a variety of techniques for study in depth. These weaving methods include double weave, rug weaves, overshot weaves, bound weaves, two harness weaves, lace weaves and others. In addition students will learn to ply homespun yarn and to spin various novelty yarns. Prerequisite: ART 215 or permission of instructor.

ART 217**3 Credits****ADVANCED ON THE LOOM WEAVING**

A studio study class for advanced weavers this course

is designed to increase the working knowledge of the student. A specific weaving technique may be thoroughly explored, one design created by a student could be made in several different techniques or a woven form may be studied in depth.

ART 227

3 Credits

THE HUMAN FORM IN ART

The Human Form in Art is primarily a studio oriented class which explores the human figure as the subject for and motivation of art work. Drawing and rendering the human form naturalistically as well as in an expressive and abstract manner will be emphasized. Students will use a variety of media including pencil, charcoal, felt pen, watercolor, ink, chalk, crayon, and tempera. The way in which artists both past and present view and use the human form in art will also be explored.

ART 231

3 Credits

FABRIC DESIGN

Fabric Design is a studio oriented course which explores the surface design of textiles. Processes of silkscreen printing, block printing, and various direct application techniques will be introduced. Design elements and principles as they relate to fabric design, as well as processes and equipment construction will be emphasized.

ART 242

3 Credits

ADVANCED BATIK

The course consists of a thorough experimentation with the ancient wax resist/dye process of designing textiles. Studio activities will include designing, waxing, dyeing, dye-mixing, and presenting and displaying completed batiks. Prerequisite: ART 143.

AVIATION TECHNOLOGY

AT 100

4 Credits

PRIVATE PILOT GROUND SCHOOL

Preparation for the Federal Aviation Administration Private Pilot Examination. Includes aircraft and engine operation and limitations, aircraft flight instruments, navigation, the navigation computer, meteorology to include the national weather information dissemination services, Federal Aviation Regulations, FAA Airman's Information Manual (AIM), radio communications, and radio navigation. Appropriate FAA films will be used.

AT 102

4 Credits

COMMERCIAL GROUND INSTRUCTION

Advanced work in the topics discussed in AT 100: Alcohol and drugs and their effects in flight;

aircraft engines, systems performance and limitations; the radar environment; introduction to IFR charts; use of oxygen; medical facts for pilots; good operating practices, high performance aircraft; emergency procedures; pilot responsibilities; icing, maneuvers. Prerequisites: AT 100 or passing score on FAA Private Pilot Exam or instructor's permission. (Must also take AT 200, Instrument Ground School, in order to graduate from FAA approved Advanced Ground School.)

AT 104

3 Credits

ALASKA BUSH FLYING

Specialized instruction and discussion concerning the unique flying conditions which Alaskan pilots face. Includes basic aerodynamics, mountain flying, skis, floats, wheels, judgement of unimproved landing areas, characteristics of Alaskan weather, external loads, airplane performance and limitations, including icing and frost on wings, and survival. Prerequisite: Private Pilot Certificate or higher.

AT 231

3 Credits

SURVIVAL, SEARCH, & RESCUE

An extension of AT 233, dealing with the situations that develop from lost or downed aircraft. Principles of survival and a survey of survival in all types of climates. Emphasis on survival in an arctic environment. Organization for search and rescue with emphasis on systems and operational methods used in Alaska.

AT 233

3 Credits

AVIATION SAFETY

An introduction to safety engineering. This course will survey the field of aviation safety with a view toward identifying the primary causes of aviation accidents. Safety programs will be developed and evaluated. Role of the National Transportation Safety Board and other related agencies. Future concepts in aviation safety. Prerequisite: Some knowledge of aviation or permission of instructor.

BIOLOGY

BIOL 104

3 Credits

NATURAL HISTORY OF ALASKA

Aspects of the physical environment of Alaska. Terrestrial and aquatic components of the major physiographic regions of the state. Life histories and adaptations of organisms to northern environments.

BIOL 105

4 Credits

FUNDAMENTALS OF BIOLOGY I/LAB

An introduction to the basic principles of biological

science. Development of biology as a science; simple biological chemistry with emphasis on organic chemistry; cell biology; energy transformations within living organisms; cellular reproduction; genetics; plant and animal biology.

BIOL 106

4 Credits

FUNDAMENTALS OF BIOLOGY II/LAB

Phylogeny of plants and animals (phylogeny of the eucaryotes); animal physiology; ecology; evolution. Prerequisites: BIOL 105 or permission of instructor.



BIOL 242

3 Credits

INTRODUCTORY MICROBIOLOGY

A survey of the morphology and physiology of microorganisms (viruses, bacteria fungus, algae, and protozoans), including their role in the environment and their relationship to man. Concepts of immunology are introduced. The laboratory stresses aseptic techniques for handling microorganisms. Recommended for associate professional programs in the Health Sciences; satisfies baccalaureate nursing requirements. Prerequisites: One semester of college biology or completion of at least one semester in a health occupations program.

BIOL 260

3 Credits

MAN AND THE ENVIRONMENT

An introductory course in environmental science. Human impact on environment; population, resources,

and pollution. Politics and environmental issues.
Prerequisites: one semester of college biology or permission of instructor.

BIOL 272

4 Credits

PRINCIPLES OF ECOLOGY/LAB

Introduction to the basic principles of ecology and evolutionary biology. Environmental factors, their causation and influence on plants and animals. Basic population biology: population structure, growth, and regulation. The mechanisms of evolutionary change in populations. The types and organization of biotic communities. Structure and function of ecosystems.
Prerequisites: BIOL 105 and BIOL 106.

BUSINESS ADMINISTRATION

BA 121

3 Credits

SALESMANSHIP

This course is designed for people with or without sales experience and helps the student explore salesmanship as a skill all individuals use in selling ourselves and our ideas as well as in selling products and services. Topics will include selling as an aspect of marketing, buyer behavior and communication, selling process, and sales management.

BA 151

3 Credits

INTRODUCTION TO BUSINESS

This course is designed to assist the student with relatively little business management experience to understand the role of profit and business in society; the issue of social responsibility; forms of business ownership; and the role of management in the specialized fields of human resources, finance, production, and marketing. The student will explore, as an aid in career choice, the opportunities and requirements in several business positions, as well as make a personal assessment of interests and capabilities.

BA 222

3 Credits

REAL ESTATE TAXES

An exploration of many tax aspects of real estate transactions, investments, and operations. Emphasis on real estate aspects of tax law, problem recognition and solution and investment planning.

BA 223

3 Credits

REAL ESTATE LAW

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

BA 231**3 Credits****IMPROVING YOUR SUPERVISORY SKILLS**

An introduction to the role of an effective supervisor. For both students with and without supervisory experience. Emphasizing the development of the insight and skills necessary to get things done through others by planning, organizing, motivation, and controlling. Practical experience by using an experiential approach to deal with contemporary situation facing supervisors.

BA 232**3 Credits****FUNDAMENTALS OF ORGANIZATIONAL MANAGEMENT**

The leadership style of managers and an understanding of the skills necessary to effectively lead in organizations. Management literature in motivation and leadership is explored for its practical implications. Students use this information in analyzing organization situations.

BA 241**3 Credits****BUSINESS LAW I**

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

BA 242**3 Credits****BUSINESS LAW II**

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

CHEMISTRY**CHEM 103****3 Credits****CONTEMPORARY CHEMISTRY**

This descriptive course provides an orientation to the fundamentals of chemistry at an introductory level. This course covers problem solving, atomic theory, chemical periodicity, concepts of chemical bonding, writing formulas of simple ionic and covalent compounds, mole concept, solubility for inorganic compounds, stoichiometric techniques, kinetic theory, gas laws.

CHEM 120**4 Credits****SURVEY OF CHEMISTRY/LAB**

A survey designed to introduce health science students to the chemistry of biological systems. Cover units of measure, chemical solutions, acids, bases, atomic

and molecular structure radioactivity, oxidation-reduction reactions, gas laws and an introduction to organic chemistry.



COMPUTER INFORMATION SYSTEMS

CIS 100

3 Credits

INTRODUCTION TO COMPUTERS

An introductory course on computers and computer applications covering hardware and software, computer system operation, system analysis, acquiring and using computer power, applications, and computer impact on society.

CIS 100L

1 Credit

INTRODUCTION TO COMPUTERS-LAB

A lab supplement to the CIS 100 Introduction to Computers. Hands-on computer operation experience is the objective of this course. Applications, programs, programming and computer systems operation will be the main topics of this lab. CIS 100A in combination with CIS 100 will be equivalent to CIS 101 in preparing students to continue in the CIS course sequence.

CIS 101

3 Credits

INTRODUCTION TO DATA PROCESSING

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

CIS 103

3 Credits

FORTRAN PROGRAMMING

Training and practice in writing programs in the Fortran language. Emphasis on problem solving with a computer: analysis; flowcharting; testing and debugging; documentation. Recommended as first

programming language. Prerequisite: CIS 100 or
CIS 101 or permission of instructor.

CIS 103L

1 Credit

FORTTRAN PROGRAMMING-LAB

A lab supplement for Fortran Programming. Hands-on Fortran Programming experience is the object of this course. Concurrent enrollment in CIS 103 is required.

CIS 105

3 Credits

PASCAL

Training in structured programming using Pascal language. Modularization, stepwise refinement, elements of programming style and design of test data will be studied. Prerequisite: CIS 100 or CIS 101 or permission of instructor.

CIS 105L

1 Credit

PASCAL PROGRAMMING-LAB

A lab supplement for Pascal Programming. Hands-on Cobol Programming experience is the objective of this course. Concurrent enrollment in CIS 105 required.

CIS 106

3 Credits

BASIC PROGRAMMING

Training and practice in working programs in the BASIC language. Prerequisite: CIS 100 or CIS 101 or permission of instructor.

CIS 106L

1 Credit

BASIC PROGRAMMING-LAB

A lab supplement for Basic Programming. Hands-on Basic Programming experience is the objective of this course. Concurrent enrollment in CIS 106 is required.

CIS 107

3 Credits

COBOL PROGRAMMING

Training and practice in working programs in the COBOL language. Prerequisite: CIS 100 or CIS 101 or permission of instructor.

CIS 107L

1 Credit

COBOL PROGRAMMING-LAB

A lab supplement for Cobol Programming. Hands on Cobol Programming experience is the objective of this course. Concurrent enrollment in CIS 107 is required.

DRAFTING TECHNOLOGY

DT 100

3 Credits

FUNDAMENTALS OF DRAFTING

Basic drafting skills common in surveying and civil engineering, architectural, mechanical, structural, and electrical drafting.

DT 101**3 Credits****PRINCIPLES OF ARCHITECTURAL DRAFTING**

Introduction to the use of drafting principles and tools as they are applied in the field of architecture. Use, preparation, and reproduction of working drawings, including techniques in sheet organization, detailing, dimension, and reference systems.

ECONOMICS**ECON 101****3 Credits****INTRODUCTION TO CURRENT ECONOMIC PROBLEMS**

A one-semester course designed primarily for the student who plans no further work in economics. 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 payments, and industrial strikes. Not recommended for persons who have taken ECON 121 and/or ECON 122.

ECON 201**3 Credits****PRINCIPLES OF ECONOMICS I**

Introduction to economics; analysis and theory of national income; money and banking; public finance and taxation; and economic systems. Primary concentration on the capitalist system and the U.S. economy.

ECON 202**3 Credits****PRINCIPLES OF ECONOMICS II**

Theory of prices and markets; industrial organization and public policy; income distribution; contemporary problems of labor, agriculture, public utilities, and big business.

EDUCATION**ED 201****3 Credits****ORIENTATION TO EDUCATION**

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 the public schools as a teacher's aide. Open to all students. Required for students majoring or minoring in education.

ED 212**3 Credits****HUMAN DEVELOPMENT AND LEARNING**

Content is a synthesis of the interrelated principles of human growth development adjustment and learning. It is designed primarily for students preparing for a

career in teaching but is also open to parents, counselors, community workers and others interested in human development and learning.

ED 240

3 Credits

AMESLAN - AMERICAN SIGN LANGUAGE I

(The social language of the deaf)

Students will learn approximately 300-500 signs and will learn to understand the structure of American Sign Language as used by the deaf population.

ED 241

3 Credits

AMESLAN - AMERICAN SIGN LANGUAGE II

(The social language of the deaf)

This course is a continuation of ED 240. Students will learn Syntax Morphology of ASL and vocabulary will be increased. Prerequisite: ED 240 or permission of instructor.

ED 280

3 Credits

SEE - SIGNED EXACT ENGLISH I

(Sign language in presented English order)

Understanding and practicing fundamentals of the SEE System. Approximately 600 SEE signs will be taught plus verb tenses and approximately 65 affixes.

ED 281

3 Credits

SEE - SIGNED EXACT ENGLISH II

(Sign language in presented English order)

Designed to increase signing vocabulary and fluency as well as fingerspelling skills to enable the student to use sign language conversationally and in beginning interpretive situations. The student will learn approximately five hundred new signs. Prerequisite: ED 280 or permission of instructor.

ED 282

3 Credits

SEE - SIGN LANGUAGE III

(Sing language in presented English order)

Designed to increase signing vocabulary and fluency as well as fingerspelling skills to enable the student to use sign language conversationally. Prerequisite: ED 281 or permission of instructor.

ELECTRONICS

ET 039

Non-Credit

AMATEUR RADIO LICENSING, GENERAL

A course designed to prepare students for FCC General Class License Examinations. Morse Code and basic radio fundamentals will be emphasized. This course is also well-suited to those seeking a novice license.

ET 101**4 Credits****BASIC ELECTRONICS:PHYSICS**

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

ET 102**4 Credits****BASIC ELECTRONICS: AC PHYSICS**

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

ET 105**5 Credits****ELECTRONICS I**

Five semester hour course covering direct current circuit fundamentals and electronic math. The student will develop a theoretical and operational knowledge of series, parallel and series-parallel circuits and the mathematical knowledge to compute circuit parameters. The student will apply Ohm's law, Kirchoff's laws and circuit theorms to analyze and trouble-shoot basic circuits. Course assumes no prior knowledge in electronics

ET 106**2 Credits****ELECTRONICS LAB I**

Two semester hour laboratory class covering electronics experiments and projects for Electronics I. This class will provide the student with the physical skills necessary for the study in DC Physics. Lab experiments in voltage sources, current flow and resistance will be covered in the course. In addition projects involving series, parallel and series-parallel circuits will be accomplished in this course. Concurrent enrollment in ET105 required.

ET 108**3 Credits****MATHEMATICS FOR DC CIRCUITS**

Review of arithmetic. Selected topics in algebra, trigonometry, slide rule computation, graphs, analytic geometry, waveform analysis, and decibel calculations. Calculations necessary for DC theory and continued study of Electronics.

**ET 109****3 Credits****MATHEMATICS FOR AC CIRCUITS**

Selected topics in algebra, trigonometry, slide rule computation, graphs, analytic geometry, waveform analysis, and decibel calculations. Calculations necessary for AC theory and continued study of Electronics. Prerequisites: ET 101 and ET 108.

ET 110**5 Credits****ELECTRONICS II**

Five semester hour class covering alternating-current circuit fundamentals and electronic math for alternating-current. The student will develop a theoretical and operational knowledge of inductors and capacitors in series, parallel and series-parallel circuits and the mathematical knowledge to compute AC circuit parameters. The student will learn how to apply Ohm's law and vector analysis to determine currents, voltages and impedances in circuits containing resistive and reactive components. Prerequisites: ET 105, ET 106 or instructor approval.

ET 111**2 Credits****ELECTRONICS LAB II**

Two semester hour laboratory class covering experiments and projects for Electronics II. This class will provide the student with the physical skills necessary for the study of Alternating-Current Physics. Lab experiments in Frequency measurement, AC voltage measurement, Voltage-Current Phase angle, time constant, and resonant circuit will be covered in the

course. Concurrent enrollment in ET110 required.

ET 122

3 Credits

INTRODUCTION TO ELECTRONIC DEVICES

A study of vacuum tube and solid state device. Physics, construction, characteristics, parameters, application, and limitations are covered. Prerequisite: ET 110 or instructor approval.

ET 123

3 Credits

ELECTRONIC CIRCUIT FUNDAMENTALS

An analysis of basic electronic circuits. Power supplies, amplifiers, and oscillators. Operational and failure analysis of basic circuits, with troubleshooting procedures for each type. Prerequisite: ET 122 or instructor approval.

ET 125

3 Credits

PRINCIPLES OF LOGIC AND GATING

Developing basic logic circuits, including studies in adders, subtracters, binary arithmetic, Boolean algebra, logic simplification, registers, counters,

and all standard gates and switches. Prerequisite: ET 123 or instructor approval.

ET127

3 Credits

MICROPROCESSOR FUNDAMENTALS

Microprocessor theory and operation; topics covered include basic microprocessor architecture; how to program a microprocessor; how to interface a microprocessor to other equipment; and troubleshooting microprocessor circuits and systems. Prerequisite: ET 125 or permission of instructor.

ET 205

3 Credits

TRANSMITTER CIRCUITRY

Methods and techniques used in the transmission of intelligence by AM, FM, and SSB radio propagation. The study of circuitry and antennas designed to modulate and transmit AM, FM, and SSB transmitters. Alignment and troubleshooting AM, FM, and SSB transmitters. Prerequisite: ET 215 or permission of instructor.

ET 209

3 Credits

RECEIVER CIRCUITRY

Methods and techniques used in the reception, demodulation, detection, and reproduction of radio intelligence transmitted by AM, FM, and SSB. Block diagram and schematic interpretation of AM, FM, and SSB receivers. Alignment and troubleshooting procedures used in AM, FM, and SSB receivers. Prerequisite: ET 205 or instructor approval.

ET 210**3 Credits****AMPLIFIERS**

Amplifier theory, operation, and troubleshooting: Topics covered will include the theory and operation of audio and video amplifiers, RF and IF amplifiers, operational amplifiers, and power amplifiers. The student will use representative equipment to perform test and alignments and troubleshoot malfunctioning equipment. Prerequisite: ET 123 or instructor approval.

ET 215**3 Credits****MODULATION, MIXING, & DETECTION**

Modulation and frequency conversion theory: topics covered will be Frequency and Time Domain Analysis; AM and FM Modulation Theories; principles of frequency conversion; and recovering intelligence from modulated waves. Prerequisite: ET 210 or instructor approval.

ET 220**3 Credits****WIDEBAND SYSTEMS I**

Television as a system. Introduction to video systems; including transmission reception and system alignment. Prerequisite: ET 209 or instructor approval.

ET 221**3 Credits****WIDEBAND SYSTEMS II**

Introduction to vacuum tube and solid state color television circuits. Includes mechanical and electrical setups for television and color troubles not related to black-and-white television: CATV, cable television, and laying out a system. Prerequisite: ET 220 or instructor approval.

ET 225**3 Credits****PRINCIPLES OF MICROWAVE ELECTRONICS**

Course in microwave electronics for the technician. Theory of wave propagation, microwave oscillators, basic transmitting and receiving systems for radar and telecommunications. Prerequisite: ET 221 or instructor approval.

ET 226**3 Credits****INDUSTRIAL ELECTRONICS**

Introduction to the use of industrial electronics circuits and equipment. Theory of operation, magnetic amplifiers, motor speed controls, voltage and current control in DC and AC generators, synchro and servo systems, and large current polyphase rectifiers. Prerequisites: ET 225 or instructor approval.

EMERGENCY MEDICAL TECHNOLOGY

EMT 119

4 Credits

EMERGENCY MEDICAL TRAINING I

Overall objective is to improve quality of emergency care rendered to victims of accidents and illness. At least 81 hours are required to develop the necessary skill level. Practical application, control of bleeding, application of splint, prevention of shock, and other basic life-support techniques are emphasized. Designed to provide minimum level of training necessary for ambulance attendants, but also useful for anyone desiring emergency medical training beyond first aid.

EMT 120

2 Credits

EMERGENCY MEDICAL TRAINING II

Practicum for EMT 119.

EMT 130

3 Credits

EMERGENCY TRAUMA

This training course provides the students with the knowledge and skills needed for treating trauma in the absence of more advanced medical care.



ENGLISH

ENGL 100

3 Credits

ELEMENTARY ENGLISH

An intensive review of the basic structure of the English language including word formation patterns, word combining, basic grammar, punctuation, sentence structure and paragraph formation. This course is meant as a basic background course for students unsure

of their English skills who wish a solid review of the building blocks of our language before taking ENGL 111.

ENGL 101A **1 Credit**
COLLEGE SURVIVAL SKILLS

The emphasis is on basic study skills such as notetaking, reading for information, preparing for taking tests. Coping with college stress skills is also covered as is an introduction to campus resources. Offered on a pass/fail basis.

ENGL 101B **2 Credits**
SPELLING AND VOCABULARY

For students needing practice in these English skills. Credits apply as Humanities elective but not toward composition requirements.

ENGL 111 **3 Credits**
METHODS OF WRITTEN COMMUNICATION

Intensive instruction in written expression, including orderly, thorough, clear expression, and close analysis of appropriate texts. Prerequisite: A diagnostic test is given during the first class and based on the results of this test, the instructor may recommend remedial work in English prior to taking ENGL 111.

ENGL 112 **Variable Credits 1-3**
WRITING FOR NEWSPAPERS

English 112 is a learn-by-doing class. Since the students enrolled in Writing for Newspapers are responsible for producing the college newspaper, (Mat-Su Monitor) once a month, instruction and practice is given in writing news and feature articles, interviewing, news photography, layout and design, and preparing copy for off-set printing. Students can take ENGL 112 for 1, 2 or 3 credits and will establish goals on an individual basis with the teacher for their credit load choice.

ENGL 175 **3 Credits**
VOCABULARY DEVELOPMENT

Studies to increase awareness and control of words in English. Emphasis on building the student's own vocabulary through familiarity with classical word roots. Other topics: dictionary use and the development of the English vocabulary as a whole. Individual projects encouraged. Intended for students already fluent in English.

ENGL 201 3 Credits

MASTERPIECES OF WORLD LITERATURE I

To develop familiarity and interpretation of selected masterpieces up through the Renaissance. Prerequisite ENGL 111.

ENGL 202 3 Credits

MASTERPIECES OF WORLD LITERATURE II

To develop familiarity and interpretation of selected masterpieces from the Renaissance to the Twentieth Century. Prerequisite: ENGL 111.

ENGL 203 3 Credits

SURVEY OF BRITISH LITERATURE I

Analysis and interpretation of selected English writings from the Anglo-Saxons to the Romantics. Prerequisite: ENGL 111.

ENGL 204 3 Credits

SURVEY OF BRITISH LITERATURE II

Analysis and interpretation of selected English writings from the Romantics to the present. Prerequisite: ENGL 111.

ENGL 211 3 Credits

INTERMEDIATE COMPOSITION with MODES OF LITERATURE

Practice of written interpretation of fiction, drama, and poetry. Prerequisite: ENGL 111.

ENGL 212 3 Credits

WRITING FOR BUSINESS AND THE TECHNICAL FIELDS

Instruction in the composition of business correspondence, formal and informal technical reports. The student should be well-versed in a technical field before enrolling. Prerequisite: ENGL 111.

ENGL 213 3 Credits

INTERMEDIATE EXPOSITION

Methods of developing nonfiction, exposition essay. Emphasis on elements of style. Prerequisite: ENGL 111.

ENGL 250 3 Credits

STUDIES IN AMERICAN LITERATURE

Selected American short stories, poems, and novels from the early eighteenth century to the present will be studied not only for their value as literature, but for their reflections of the political, social, and philosophical ideas which have helped shape our country.

ENGL 260 3 Credits

CREATIVE WRITING WORKSHOP

An introduction to the writing of short stories, one-act plays, poetry, and sketches. Includes weekly

production of a worksheet of student writing for in-class analysis.

ENGL 265

3 Credits

LITERATURE OF THE NORTH

A regional approach to the writers of Alaska, Canada, Scandinavia, and the Soviet Union. Prerequisite: ENGL 111.

The English department at Mat-Su Community College offers special topic literature courses on a regular basis which focus on a particular characteristic of literature such as "The heroine in works of fiction" or concentrates on a particular author(s) such as "Nobel Prize Winners" or "Dickens and his times and works." These special topics literature courses may be applied toward meeting the elective requirements for an associate degree.

FRENCH

FREN 103

3 Credits

FRENCH CONVERSATION I

For students with little or no background in French. No writing required. Language laboratory work is needed outside of class time.

FREN 104

3 Credits

FRENCH CONVERSATION II

Knowledge of present tense required. Course is supplemented with tapes and films.

FREN 203

3 Credits

FRENCH CONVERSATION III

Knowledge of present tense and past tense (passe' compose'). Outside lab work. Course is supplemented with tapes and films.

FREN 204

3 Credits

FRENCH CONVERSATION IV

Knowledge of past, present and future tense. Extensive work on advanced grammar. Will begin reading skills. Outside lab work. Course is supplemented with tapes and films.

GEOLOGY

GEOG 103

3 Credits

LANDSCAPES AND RESOURCES OF ALASKA

The geologic origins of the mountains and glaciers which make up Alaska's magnificent scenery. This course is designed for those who would like to know

more about the state in which they live, including where and how some of its natural resources (gold, copper, coal, oil, etc.) occur.

GEOL 111

4 Credits

PHYSICAL GEOLOGY

Introduction to physical geology; a study of the earth, its materials, and the processes that effect changes upon and within it. Laboratory training in the use of topographic maps and the recognition of common rocks and minerals.



GEOL 112

4 Credits

HISTORICAL GEOLOGY

Laboratory work includes the reconstruction of geologic history of various regions through the use of geologic maps and structure sessions. Prerequisite: GEOL 111.

GERMAN

GER 103

3 Credits

CONVERSATIONAL GERMAN I

GER 104

3 Credits

CONVERSATIONAL GERMAN II

Elementary linguistic skills of the German language, with a heavy component on culture and social structure of Germany and other German speaking countries. Students will learn the phonological features of the German language, learn basic grammar, and will be able to read and write, situationally based, as it is featured in the textbook.

HISTORY

HIST 101

3 Credits

WESTERN CIVILIZATION I

Origins of Western civilization in the ancient Near East and subsequent development through 1650. Emphasis on major political, social, economic, and intellectual developments.

HIST 102

3 Credits

WESTERN CIVILIZATION II

A survey of developments in Western civilization from 1650 to the present. Emphasis on major social, political, economic, and intellectual characteristics of Western society.

HIST 131

3 Credits

HISTORY OF THE UNITED STATES I

The discovery of America to 1865; colonial period, Revolution, formation of the Constitution, Western expansion, Civil War.

HIST 132

3 Credits

HISTORY OF THE UNITED STATES II

History of the U.S. from the Reconstruction to the present.

HIST 257

3 Credits

THE GOLD RUSH ERA: MYTH AND REALITY

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

JOURNALISM

JOUR 213

3 Credits

INTRODUCTION TO PHOTOGRAPHY

Instruction necessary to master the basic skills in operating a camera, recording images on film, and using a darkroom to create photographic prints. The student studies the origins and backgrounds of photography and learns to recognize 35mm camera parts, determine proper exposure settings, use light and filters, develop roll film, make contact/proof sheets, enlarge, and mount photographs.

JOUR 280

3 Credits

INTERMEDIATE PHOTOGRAPHY I

Development and refinement of skills in the use of the camera and techniques as a medium of expression. Assignments given to create concepts, discipline and

an awareness that the camera is only a tool of creative expression. Lighting for form, texture, and separation through the use of existing and/or studio lighting. Introduction to special darkroom techniques as a tool for further investigation. Prerequisite: JOUR 213.

JOUR 281

3 Credits

INTERMEDIATE PHOTOGRAPHY II

This course is a continuation in the discipline of photography. The assignments will further develop the students awareness of "seeing". The student will be introduced to special darkroom techniques such as, toning, the Zone system and oil color toning. Prerequisite: JOUR 280.

JUSTICE

JUST 110

3 Credits

INTRODUCTION TO CRIMINAL JUSTICE

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

JUST 203

3 Credits

JUVENILE DELINQUENCY

A conceptual approach to deviant and delinquent behavior, contributing social problems, adolescence as a subculture, with emphasis on the juvenile code ordinance and treatment procedure. Prerequisite: JUST 110.

JUST 210

3 Credits

PRINCIPLES OF CORRECTION

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

JUST 225

3 Credits

CORRECTIONS AND THE COMMUNITY

Study of human management as applied in the field of corrections. Topics to be studied will include personnel, budgeting, interagency coordination, supervising, and program planning. Each student constructs an organization chart for a model prison and functional charts for various departments within a prison. Prerequisite: JUST 110.

**JUST 251
CRIMINOLOGY**

3 Credits

Survey of various philosophies, functions, and methods of social control, with emphasis on role of law and those involved in its administration - police, courts, and corrections organizations. Includes study of history, organization, processes, and problems related to law and justice agencies in a heterogenous, democratic society. Prerequisite: JUST 110.

**JUST 258
JUVENILES AND THE LAW**

3 Credits

The role of agencies under the law in regard to juveniles, with special attention to the role of law enforcement. Both theoretical and practical aspects will be studied. Prerequisite: JUST 110.

**JUST 295
DRUGS AND ALCOHOL-RELATED PROBLEMS**

3 Credits

Study of the latest legislation on drugs and alcohol as it related to the offender. Discussion of treatment methods and withdrawal symptoms. Prerequisite: JUST 110.

LIBRARY SKILLS

**LS 101
LIBRARY SKILLS**

2 Credits

An introduction to finding and retrieving information in the library. The course will familiarize the student with use of the card catalog, indexes, basic reference materials, as well as how to select and research a topic.

MATERIALS TECHNOLOGY

**MATT 011
BEGINNING WELDING**

Non-Credit

A course in the basic steps of welding. The course will include oxygen acetylene welding and also electric arc welding. Not intended for certified welders.

MATHEMATICS

**MATH 054
PRE ALGEBRA**

3 Credits

Basic concepts of pre-algebra mathematics. Arithmetic operations and applications. Whole numbers, fractions, decimals, ratio and proportion, percent, area and volume, exponents, radicals, signed numbers and solution of simple equations.

MATH 055**3 Credits****ELEMENTARY ALGEBRA**

Beginning algebra course. Includes operations with signed numbers and polynomials, factoring, exponents, radicals, algebraic fractions, solution of linear equations, linear inequalities, and quadratic equations. Basic graphing. Prerequisite: MATH 054 with grade of C or higher or Math Placement Test.

MATH 102**3 Credits****GEOMETRY**

Fundamental concepts of plane geometry: methods of proof, elementary logic, congruent triangles, parallel lines, angle relationships, similarity, constructions, regular polygons and circles. Prerequisite: MATH 055 with grade of C or higher or Math Placement Test.

MATH 105**3 Credits****INTERMEDIATE ALGEBRA**

Presumes solid foundation in elementary algebra. Includes sets, operations with signed numbers, properties of real numbers, exponents and radicals, solution of first and second degree equations and inequalities, word problems, fundamental operations with polynomials, factoring, and special products. Cartesian graphing of equations and inequalities, and systems of equations. Prerequisite: MATH 055 with grade of C or higher or Math Placement Test.

MATH 107**3 Credits****COLLEGE ALGEBRA**

Review and extension of topics from MATH 105. Teaches logarithms, binomial theorem, graphs and equations of conic sections, solution of equations greater than second degree, mathematical induction, and inequalities. Prerequisite: MATH 105 with grade of C or higher or Math Placement Test.

MATH 108**3 Credits****TRIGONOMETRY**

Angular measure and trigonometric functions, fundamental trigonometric identities, composite angle identities, graphs of trigonometric functions, use of tables, complex numbers, DeMoivre's Theorem, solution of right and oblique triangles, solution of trigonometric equations, and inverse trigonometric functions. Provides calculation practice helpful for physics, engineering, and survey technology courses. Prerequisite: MATH 105 with grade of C or higher or Math Placement Test.

MATH 200**4 Credits****CALCULUS I**

Includes graphs and equations of lines and conic sections. Limits, continuity, differentiation, and

integration of algebraic and trigonometric functions. Application of differentiation and integration, graphs, maximum and minimum problems, rate of change, plane areas, volumes of solids, work and fluid pressure problems. Prerequisite: MATH 107 and MATH 108 with grade of C or higher or Math Placement Test.

MATH 201

4 Credits

CALCULUS II

Differentiation and integration of logarithmic, exponential, trigonometric, and inverse trigonometric functions. Arc length, curvature, differentiation, and integration in polar coordinates. Provides thorough computation practice in techniques of integration. Useful for intermediate and advanced engineering courses. Prerequisite: MATH 200 with grade of C or higher or Math Placement Test.

MUSIC

MUS 101

2 Credits

MATANUSKA-SUSITNA COMMUNITY COLLEGE CHORUS

MUS 102

2 Credits

MATANUSKA-SUSITNA COMMUNITY COLLEGE CHORUS

MUS 201

2 Credits

MATANUSKA-SUSITNA COMMUNITY COLLEGE CHORUS

MUS 202

2 Credits

MATANUSKA-SUSITNA COMMUNITY COLLEGE CHORUS

Performance oriented, large chorus. An established community organization for singers with the ability to read music, demonstration of secure rhythm and pitch, and acceptable vocal production. Admission by audition only.

MUS 123

3 Credits

MUSIC APPRECIATION

Introduction to the historical-cultural aspects of music as an art form in the various stylistic eras, the leading figures of these eras, and the world which they inhabited. The course also deals with the materials and structural elements out of which a musical work is fashioned. Open to all students.

MUS 140

3 Credits

GUITAR I

Folkfingerstyle--A basic course of notereading, 12 basic chords and several different picking patterns will be used. The student will have the opportunity to play and sing many different songs.

MUS 141

3 Credits

GUITAR II

Folkfingerstyle--New chords will be introduced

including several barre chords, transposition, use of capo, new picking patterns plus faster rhythms. Folk and Contemporary music will be used.

MUS 161

2 Credits

PIANO INSTRUCTION

This course teaches basic concepts of musical components right from the beginning so that music can be independently studied successfully. This section is recommended for those returning to keyboard from traditional lessons without study of practical theory.

OFFICE OCCUPATIONS

OO 101

4 Credits

BEGINNING SHORTHAND

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

OO 103

3 Credits

ELEMENTARY TYPEWRITING

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

OO 104A

1 Credit

TYPING SKILL BUILDING A

OO 104B

1 Credit

TYPING SKILL BUILDING B

OO 104C

1 Credit

TYPING SKILL BUILDING C

Typing drills to improve speed and/or accuracy on straight copy typing. Prerequisite: OO 103 or equivalent. Only one credit each semester may be taken.

OO 105

3 Credits

INTERMEDIATE TYPEWRITING

Speed and accuracy development and application of typewriting skill and special letter problems, tabulations, manuscripts, and other office documents problems. Prerequisite: OO 103 or one year of high school typing or equivalent.

OO 106

3 Credits

ADVANCED TYPEWRITING

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 is on speed and

office standards. Prerequisites: 00 105 or equivalent and speed of 40 words per minute.

00 131 3 Credits

BUSINESS ENGLISH

Develop skills in English fundamentals with emphasis on language usage. Intensive study of grammar, punctuation, capitalization, spelling, word usage, and sentence structure.

00 147 2 Credits

WORD PROCESSING

Instruction and practice in use of word processing equipment. Prerequisite: 00 105 or equivalent.

00 174 3 Credits

ALPHABET SHORTHAND (QUICKHAND)

System of notetaking using longhand alphabet for rapid writing of office dictation or for abbreviated notetaking.

00 200A 1 Credit

SHORTHAND SKILL BUILDING A

00 200B 1 Credit

SHORTHAND SKILL BUILDING B

00 200C 1 Credit

SHORTHAND SKILL BUILDING C

Improvement of skill in taking and transcribing shorthand (either Gregg or Quickhand). Materials individualized to skill levels of students. Prerequisite: 00 101 or 00 174 and 00 103. Only one credit each semester may be taken.

00 203 3 Credits

ELECTRONIC CALCULATOR/BUSINESS MATH

Basic operation of electronic calculators and their application in solving business problems coupled with a review of business math fundamentals and concepts to aid in business classes, jobs, and personal lives.

00 207A 1 Credit

MACHINE TRANSCRIPTION A

Introduction to machine transcription training for students with no previous experience. Review of English grammar and punctuation. Prerequisites: 00 131 or written exam and 00 105 or ability to type 45 wpm.

00 207B 1 Credit

MACHINE TRANSCRIPTION B

Machine transcription training with emphasis on mailable copies. For students with previous experience in machine transcription. Review of language skills and vocabulary is included. Prerequisites: 00 105 or ability to type 45 wpm, 00

131 or written exam, and OO 207A or demonstrate transcription ability.

OO 207C

1 Credit

MACHINE TRANSCRIPTION C

Advanced machine transcription training using modern business procedures and terminology in a working environment. Emphasis on mailable copies.

Prerequisite: OO 207B or demonstrated transcription ability.

OO 209

3 Credits

BUSINESS RELATIONS

Orients students to human problems encountered and personal adjustments needed to succeed in business careers.

OO 210

3 Credits

OFFICE PROCEDURES

This course is designed to provide the student marketable skills in order to perform the operational functions required of today's secretary. The course includes the study of telephone communications, banking, processing of mail, library science, stocks and bonds, executive travel, reprographics, meeting the public, legal documents, payroll and more. Prerequisite: OO 103 or equivalent.

OO 211

3 Credits

RECORDS MANAGEMENT

Presents principles used in management of information and records. Encompasses controls related to creation, use, maintenance, protection, retrieval, and disposition of records.

OO 231

3 Credits

BUSINESS COMMUNICATIONS

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 person and his/her associates, customers, and dealers. Included will be interoffice memos, letters, and reports. Prerequisites: OO 131 and ability to type.

PHILOSOPHY

PHIL 201

3 Credits

INTRODUCTION TO PHILOSOPHY

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

PHYSICAL EDUCATION

PE 100 **1 Credit**
PHYSICAL EDUCATION ACTIVITIES AND INSTRUCTION
Instruction, practice and activity in a variety of physical activities, sports and dance.

PE 105 **1 Credit**
VOLLEYBALL
Designed for adults who desire to acquire skills in playing volleyball.

PE 116 **1 Credit**
MOUNTAINEERING I
The class is designed for the hiker who would like to learn the basic techniques of summer mountaineering, including rock and ice climbing. Basic knowledge of overnight camping is recommended.

PHYSICS

PHYS 103 **4 Credits**
COLLEGE PHYSICS I
Classical mechanics and thermodynamics.
Prerequisites: High school algebra and geometry.
Trigonometry useful.

PHYS 104 **4 Credits**
COLLEGE PHYSICS II
Electricity, magnetism, optics, and an introduction to modern physics. Prerequisites: High School algebra and geometry, trigonometry or PHYS 103.

POLITICAL SCIENCE

PS 101 **3 Credits**
INTRODUCTION TO AMERICAN GOVERNMENT
A survey of American government and politics, which tries to understand how public policy is made. Attention is given to the Consitution, executive courts, political parties, interest groups, and the citizen.

PS 102 **3 Credits**
INTRODUCTION TO POLITICAL SCIENCE
Study of the discipline of political science; its focus, its concept, and its methods. Special attention is given to the analysis of how people organize, act, and resolve their conflicts.

PS 211

3 Credits

STATE AND LOCAL GOVERNMENT

A study of the relationships of national, state and local governments, with special emphasis on Alaska state legislature. Includes topical coverage of civil rights, violence, environment issues, economic development and city and state legislatures.

PS 232

3 Credits

SELECTED TOPICS IN CONTEMPORARY PUBLIC ISSUES

Seminar on topics of current or continuing concern to Alaskans in areas of political issues or public policies.

PSYCHOLOGY

PSY 111

3 Credits

INTRODUCTION TO PSYCHOLOGY

An introduction to the fundamentals of general psychology and human behavior. Topics included are: physiology; genetics; learning; memory; language; emotions; motivation; personality; developmental sensation reception; abnormal behavior; clinical therapy; social psychology; intelligence and personality testing; and statistics.

PSY 150

3 Credits

HUMAN DEVELOPMENT

An introductory overview of the various aspects of development and changes which occur throughout a person's life span. Covers prenatal period; infancy; early and middle childhood; adolescence; early, middle and late adulthood. Prerequisite: PSY 111 or permission of instructor.

PSY 153

3 Credits

HUMAN RELATIONS

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 skills. Prerequisite: PSY 111 or permission of instructor.

PSY 169

3 Credits

HUMAN SEXUALITY

Introduction to topics concerning human sexual functioning. These include the physiology, psychology, sociology, philosophy, and morality of human sexuality practices and of love. Prerequisite: PSY 111 or permission of instructor.

PSY 170**3 Credits****RATIONAL LIVING**

Rational-emotive-therapy; general semantics; decision making; communication theory; etc., are studied. Goals are (1) to better understand how a person creates neurotic emotions and blocks effective behavior and (2) to examine styles of ongoing daily "self-counseling." Prerequisite: PSY 111 or permission of instructor.

PSY 202**3 Credits****PSYCHOLOGY OF ADJUSTMENT**

Application of psychological principles to the student's everyday life. The student will learn to analyze his/her reactions to stress and life-style adjustment patterns, and how to change his/her behavior. Another emphasis of the course will be on the variety of ways people cope with stress, how to lower stress, and what are the most adaptive ways of coping with what life brings. Prerequisite: PSY 111.

PSY 209**3 Credits****SOCIAL PSYCHOLOGY**

An introduction to inter-group relations; processes values, personality and psychological impact of social interaction. Prerequisites: PSY 111 or SOC 101.

PSY 223**3 Credits****INTRODUCTION TO COUNSELING FOR PARAPROFESSIONALS**

Introduction to the fundamentals and theoretical constructs of counseling, which are applicable to effective interpersonal interaction. Major emphasis on role playing, using tapes, making referrals, how to assist professionals, administering tests, and awareness of verbal and non-verbal communication. Prerequisites: PSY 111 or permission of instructor.

PSY 237**3 Credits****TRANSACTIONAL ANALYSIS**

Personal and group interaction demonstrating communication techniques which will include both verbal and non-verbal experiences. Emphasis is on the student getting to know himself-herself better, to better understand and accept others. Prerequisite: PSY 111 or permission of instructor.

PSY 244**3 Credits****EARLY CHILDHOOD DEVELOPMENT**

This course provides the student with a survey of human development from the prenatal period to five years. Aspects of development discussed include physical/motor, social/emotional, and linguistic/intellectual. In addition, students visit Early Childhood programs in the community, in order to

gain skill in "seeing" development and in recognizing individual styles of interacting with materials, other children, and adults. Although this course is required for students in the Early Childhood Development Program, it is open to all students wanting a deeper knowledge and understanding of Early Childhood Development. Prerequisite: PSY 111 or permission of instructor.

PSY 245

3 Credits

CHILD DEVELOPMENT

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. Prerequisites: PSY 111 or permission of instructor.

PSY 246

3 Credits

ADOLESCENCE

Intellectual, emotional, social, and physical development patterns during the adolescent years. Prerequisite: PSY 111 or permission of instructor.

PSY 261

3 Credits

INTRODUCTION TO EXPERIMENTAL PSYCHOLOGY

Introduction to and laboratory application of the experimental methods to some problems of psychology, using both human and animal subjects. Prerequisite: PSY 111 or permission of instructor.

REFRIGERATION AND HEATING TECHNOLOGY

RH 101

4 Credits

REFRIGERATION AND AIR CONDITIONING I

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

RH 103

3 Credits

TECHNICAL MATH FOR REFRIGERATION AND HEATING I

Course is based on the practical use of mathematics as applied to trade and vocational work, and is designed to increase skills involving trade and technical problems. Basic topics covered are fractions,

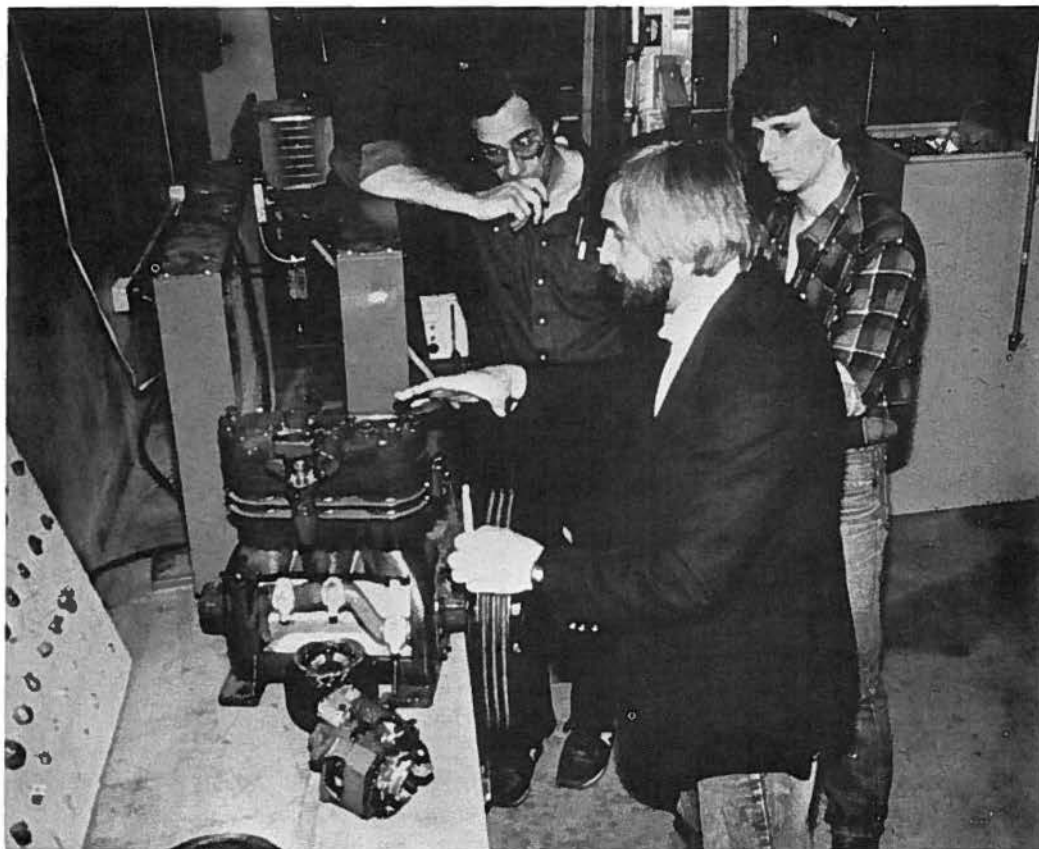
decimals, percentage, powers of numbers, and basic algebraic elements. The students will explore geometric concepts, ratio and proportion, scale drawings, and trigonometric functions.

RH 105

3 Credits

ELECTRICAL CIRCUITS FOR REFRIGERATION AND HEATING I

Course assumes no previous knowledge of electricity or electronics and prepares the student for further study. Students will explore the fundamentals of energy, sources of electricity, conductors and semiconductors, insulators, and electric motors. Students will apply principles and skills developed by using test instruments and training devices.



RH 107

3 Credits

PHYSICS FOR REFRIGERATION AND HEATING I

Course assumes no previous knowledge of physics and prepares the student for further study. Basic physical laws related and applied to the refrigeration and heating fields and the terminology associated with

those fields, will be explored. Students will apply theoretical knowledge to training devices and make fundamental calculations related to operating performance of equipment.

RH 122

3 Credits

REFRIGERATION AND AIR CONDITION II

The student will analyze and describe the chemical composition and properties of various refrigerants. The student will apply this analysis to "shop-job" situations, using "live" equipment and refrigeration training devices by diagnosing and correcting various malfunctions. The student will describe the safe handling and storage of refrigerants. Prerequisite: RH 101, RH 103, RH 105 and RH 107 or equivalent.

RH 124

3 Credits

DOMESTIC REFRIGERATION

The student will become familiar with the design, construction, and servicing of household refrigerators and freezers. Students will test and service these units as well as experiment with various training devices. Reoperation of some of these units will be explored and demonstrated. Prerequisite: RH 101, RH 103, RH 105 and RH 107 or equivalent.

RH 126

3 Credits

ELECTRICAL CIRCUITS FOR REFRIGERATION AND HEATING II

Students will explore schematic wiring diagrams and electrical circuits, alternating current, electric meters, single-phase motors, motor protection, three-phase motors. Familiarization exercises dealing with air conditioning circuits and the ability to troubleshoot malfunctioning equipment will be covered. Prerequisite: RH 101, RH 103, RH 105 and RH 107 or equivalent.

RH 128

3 Credits

DRAFTING FOR REFRIGERATION AND HEATING I

Course assumes no previous knowledge of graphic arts. Students will develop and demonstrate skills in sketching and freehand drawing. Projection theory, orthographic and pictorial representations, sectional drawings, and auxiliary views will be explored to enable students to prepare simple working drawings. Prerequisite: RH 101, RH 103, RH 105, and RH 107 or equivalent.

RH 201

3 Credits

COMMERCIAL REFRIGERATION

The student will describe the various system components and their use. Students will explain the function of refrigerant flow control devices, receivers, defrost mechanisms, primary and secondary controls and other related controls. This information

will be applied to analyze and service commercial refrigeration systems. Installation procedures, thermal conductivity, and heat load estimates will be explored and demonstrated. Prerequisite: RH 122 or equivalent.

RH 202 3 Credits

PHYSICS FOR REFRIGERATION AND HEATING II

Course teaches the student the practical aspects of psychrometrics, load calculation, heat quantities, insulation factors and coefficients, heat and water vapor flow through structures. Prerequisite: RH 102 and RH 107 or equivalent.

RH 203 3 Credits

CONTROL SYSTEMS FOR REFRIGERATION AND HEATING

Course assumes no previous knowledge of control systems. Material covered deals with the practical application of automatic controls for heating and air conditioning systems. Basic problems of automatic controls are explored and principles are applied to problem solving. Prerequisites: RH 105 and RH 126 or equivalent.

RH 207 3 Credits

DRAFTING FOR REFRIGERATION AND HEATING II

Course related to piping, duct, and schematic diagrams. Students will develop and demonstrate skills in the layout of piping, duct, and schematic diagrams for use in heating and air conditioning. Symbols associated with plumbing, duct work, and electrical trades will be stressed. Prerequisite: RH 128.

RH 225 4 Credits

HEATING PLANTS I - RESIDENTIAL

Course assumes no previous knowledge of residential heating plants. Students will develop knowledge and skills needed to work in the field of residential heating. Material taught will range from beginning maintenance skills to advanced troubleshooting and repair of oil, gas, electric, heat pump heating systems. Prerequisites: RH 105 and RH 126 or equivalent.

RH 226 4 Credits

HEATING PLANTS II - COMMERCIAL

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

of the time allotted will be devoted to "hands-on learning". Prerequisites: RH 105 and RH 106 or equivalent.

RH 229 **3 Credits**
SOLID STATE ELECTRONICS FOR REFRIGERATION AND HEATING II

Course assumes no previous knowledge of electronics and prepares the student for further study. Students will explore semiconductors, diodes, transistors, transistor amplifiers, electron tubes, power supplies, photo-electricity, thermo-electric cooling, inductive heating, and dielectric heating. Prerequisite: RH 126 or equivalent.

SOCIOLOGY

SOC 101 **3 Credits**
INTRODUCTION TO SOCIOLOGY

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 **3 Credits**
INTRODUCTION TO SOCIOLOGY

Expansion of sociological concepts introduced in SOC 101, through application to the institutions of family, economy, politics, education, religion, and major social trends. Prerequisite: SOC 101 or permission of instructor.

SOC 201 **3 Credits**
SOCIAL PROBLEMS

Problems of contemporary society; analysis of factors giving rise to them, and an attempt to explore remedial strategies. Prerequisite: SOC 101.

SOC 202 **3 Credits**
SOCIAL ORGANIZATION

An examination of attempts by human societies to regulate and organize behavior, a study of the variety and nature of organizational forms.

SOC 203 **3 Credits**
JUVENILE DELINQUENCY

A conceptual approach to deviant and delinquent behavior, contributing social problems, adolescence as a subculture, with emphasis on the juvenile code ordinance and treatment procedure. Prerequisites: SOC 101 and SOC 102.

SOC 207**3 Credits****POPULATION AND ECOLOGY**

Analysis of world populations: growth and decline patterns, migratory trends and ecology; worldwide implications to current population growth; critical review of major theoretical contributions, with introduction to demographic methods. Prerequisites: SOC 101 and SOC 102.

SOC 209**3 Credits****SOCIAL PSYCHOLOGY**

An introduction to inter-group relations; processes values; personality and psychological impact of social interaction. Prerequisites: PSY 111 or SOC 101.

SOC 215**3 Credits****RACE RELATIONS**

An analytic approach to variations in subculture norms and values, communication difficulties, and emergent identities and self-images of minority groups in America. Problems of transcultural adjustments, the change of social, economic, and political status of minority groups. Prerequisites: SOC 101 and SOC 102.

SOC 242**3 Credits****THE FAMILY**

A study of the contemporary patterns of marriage and family relationships in the U.S.A social psychological approach to factors associated with the life cycle of the family, including mate selection, marital interaction and adjustments, parent-child relationships, and the later years of married life. Prerequisite: SOC 101 recommended.

SOC 246**3 Credits****ADOLESCENCE**

Intellectual, emotional, social, and physical development patterns during the adolescent years. Prerequisite: PSY 111.

SOC 261**3 Credits****INTRODUCTION TO SOCIAL WORK PRACTICES**

Identification and development of basic personal and interpersonal skills required by social workers; skills and techniques of observing, recording, and reporting; basic principles of interviewing; professional social work values and ethics. Prerequisite: SOC 106 or permission of instructor.

SOC 262**6 Credits****SOCIAL WORK METHODS AND PRACTICE**

Builds on skills, principles, and techniques in SOC 261 and introduces students to basic social work methods; social casework, social group work, and community organization; field experience in

community social agencies takes place concurrently with classroom work. Prerequisite: SOC 261 or permission of instructor.

SPEECH

SPCH 111 3 Credits

FUNDAMENTALS OF ORAL COMMUNICATION

Introduction to speaking before groups. Practice is given in organizing and delivering messages. Critical listening skills are emphasized and stage fright is dealt with.

SPCH 150A 1 Credit

SPEECH FOR LIVING A

SPCH 150B 1 Credit

SPEECH FOR LIVING B

SPCH 150C 1 Credit

SPEECH FOR LIVING C

Three 1-credit modules on discussion, interviewing, and persuasion.

150A - Discussion: practice and theory of how groups reach decisions.

150B - Interviewing: practice in job related as well as counseling and information - gathering interviews.

150C - Persuasion: techniques of informal argument with emphasis on logical content and rational presentation.

SPCH 237 3 Credits

INTERPERSONAL RELATIONS

Personal and group interaction demonstrating communication techniques. Includes both verbal and non-verbal experiences in improving communicative relationships.

STATISTICS

AS 200 3 Credits

INTRODUCTION TO APPLIED STATISTICS

Descriptive statistics, probability, normal distribution, hypothesis testing, estimation, correlation regression and non-parametrics.

Prerequisite: MATH 105.

ACADEMIC FACULTY REGISTER

BERRY, TED L. - Agriculture

Michigan State University

B.S. 1971

Michigan State University

M.A. 1978

FALLON, ELIZABETH J. - English, Speech		
State University of New York	B.A.	1961
University of Alaska	M.A.	1966
GONSKI, JAMES T. - Accounting, Business Admin.		
Univeristy of Colorado, Boulder	B.S	1977
HAYES, FORREST L. - Counselor, Psychology, Sociology		
Anchorage Community College	A.A.	1970
Tampa University	B.A.	1971
Univeristy of Alaska	M.A.	1975
United States Internation Univ.	Ph.D	1979
KETCHUM, KERMIT K. - Computer Information Systems, Electronics Technology		
Park College	B.B.A.	1976
MADSEN, ELIZABETH K. - Anthropology, Librarian		
Western Washington State	B.A.	1966
University of Hawaii	M.L.S.	1972
Stanford University	M.A.	1985
MARSH, CHARLES - Agriculture		
Kansas State University	B.S.	1949
Kansas State University	M.S.	1955
MASSAY, GLENN F. - Dean of Instruction		
California State College	B.S.	1959
West Virginia University	M.A.	1962
West Virginia University	Ph.D	1970
MISHLER, BARBARA - English, Speech		
Gettysburg College	B.A.	1959
University of Colorado	M.A.	1967
MITCHELL, JOHN - Math, Science		
Cornell University	B.S.	1969
University of Washington	M.S.	1977
MUSSER, RICHARD W. - Refrigeration and Heating Technology		
Purdue University	A.A.S.	1964
Purdue University	B.S.	1967
Purdue University	M.S.	1968
OKESON, ALVIN S. - Campus President		
Concordia College	B.A.	1956
St. Cloud State College	M.S.	1964
ROGERS, JOHN - Electronics Technology		
University of Washington	B.A.	1973
VANCE, JOHN R. - Refrigeration and Heating Technology		
University of Alaska	A.A.S.	1978

VAN LOON, WESTON O. - Accounting, Business
Administration, Economics
University of Minnesota A.L.A. 1956
University of Texas B.B.A. 1972
University of Missouri M.B.A. 1974

Mat-Su Community College utilizes the academic talents of a wide variety of residents of the Valley and surrounding areas. Listed below are the names of those individuals who have served as part-time faculty instructors.

**PART-TIME FACULTY
SPRING 1985**

Alexander, Susan	English
Anderson, Celia	Art
Anderson, Gail	Music
Attwood, Bill	CIS/Photo/Journalism
Baker, Jesse	Music
Bedner, Kathy	French
Bigelow, Eleanor	Geography
Blumenstein, Rita	Art
Bodde, Mary	Music
Bredberg, Wayne & Judy	Driver's Education
Bronson, Judith	Philosophy
Butler, William	Education
Carlson, Randall	Music
Chmielewski, Mike	Computer Information Sys.
Clemens, George	Education
Cole, Vickie	Art
Connors, Alexander	Agriculture
Cook, Ken	History & Poli. Sci.
Cooper, Brigetta	Art
Covington, Garriis	Math
Culbertson, Bill	Physical Education
Davies, John	Business Administration
Decelles, Michael	Accounting
Dekreon, Julie	English
DuBois, Max	Computer Information Sys.
Frei, Jim	Photography
Garcia, Joseph	Education
Gray, Rex	Aviation
Harris, Stanley	Music
Haynes, Debbie	Education
Helwig, Arlene	Education
Hensel, Gloria	Office Occupations
Heppinstall, Brooke	Sociology
Herlugson, Chris	Biology
Hickox, Dean	Business Administration
Hickox, Helen	Anthropology
Higgins, Arthur	Art
Hilliker, George	Computer Information Sys.

Holstrom, Chris	Computer Information Sys.
Horr, Bill	Computer Information Sys.
Horton, Gerda	German and Humanities
Johnson, Harry	Physical Education
Kilborne-Peek, S.	Physical Education
Lefever, Dollie	Physical Education
Lowery, Howard	Drafting
Luzcak, Valerie	Art
Mark-Anthony, Leo	Geology
Marsh, Mary Lou	Psychology
Martin, Erwin	Justice
McPeck, Hugh	Art
Milke, Dan	Heating and Refrigeration
Mongold, Michael	Psychology
Okeson, Gloria	Accounting
Peck, Leonard	Art
Peterson, Jacque	Computer Information Sys.
Phillips, Jeannie	Art
Phipps, Dean	Psychology
Pierce, Phil	Education
Rothman, Nick	Adult Basic Education
Runser, Margaret	Education
Sallee, Nancy	Emergency Medical Tech.
Schmidt, Jackie	Education
Shemel, Vicki	English
Shields, Jack	Psychology
Stachelrodt, John	Construction
Stamm, Archie	Welding
Stotts, Gene	Art
Sutton, Jackie	Accounting
Szymanski, Tom	Business Administration
Tancre, Dee	Office Occupations
Wells, Kent	Physical Education
Wendt, Ron	Photography
Wehrer, Sherrie	Art
Windahl, Genny	Agriculture
Zidick, Clem	Chemistry

SUPPORT STAFF

Ackerman, Art	Custodian
Attwood, Rebecca	Admissions Clerk
Carney, Barbara	Clerk Specialist
Colson, Marcia	Library Aide
Connolly-Conover, Bob	Library Clerk
Dickey, Debbie	Accounts Clerk
Garvin, Marrion	Custodian
Head, Martha	Library Aide
Middleton, Mary	Clerk Specialist
Moore, Stacy	Administrative Secretary
Musgrove, Susie	Fiscal Officer
Muth, Joe	Custodian
Ortner, Walt	Custodian/Supervisor
Owens, Eva	Personnel/Payroll

Pelletier, Joe
Reddington, Vi
Smith, Bec
Winter, Sharon

Bookstore Clerk/Courier
Faculty Secretary
Registrar
Clerk Specialist

In the event that the operations of the University of Alaska are adversely affected by war, riot, act of God, action of civil authority, strike, or other emergency or condition, the University 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 University, the University's liability shall be limited to (at most) a refund of tuition and fees paid.

It is the policy of the University of Alaska to provide equal educational and employment opportunities, to provide services and benefits to all students and employees without regard to race, color, religion, national origin, sex, disability, age or veteran status in accordance with Executive Order 11246 as amended, Titles VI and VII of the 1964 Civil Rights Act, Title IX of the Educational Amendment of 1972, Rehabilitation Act of 1973, the Age Discrimination Acts of 1974-75, the Vietnam Era Readjustment Assistance Act of 1974, and Title 41, parts 60-1, 60-2, 60-3, 60-20, and 60-50 and sections 799A and 845 of the Public Health Service Act, where applicable. Inquiries regarding the application of these and other regulations should be directed to the Local Affirmative Action Officer at the University of Alaska.

Pictures by

Ron Wendt
Jim Frei